

University of Mumbai

Phone - 022 - 2265 2816

E-mail - dy.registrar.tau@fort.mu.ac.in
ar.tau@fort.mu.ac.in



Academic Appointments &
Quality Assurance (AAQA)
Fort Campus, M.G. Road, Mumbai - 32

NAAC Accredited with A++

No. AAQA/ICD/VCD/2022-23/ 664

03rd August, 2022

Subject :- **Regarding grant of Autonomous Status to Departments
Institution, Centres and Schools.**

CIRCULAR :-

WHEREAS the various education Commissions has recommended that the University Departments, Colleges and teachers should enjoy the full academic freedom in development of curricula, teaching methods and conduct of examination. This recommendation is also reiterated in the National New Education Policy 2020 (NEP-2020)

AND WHEREAS the University of Mumbai had issued Statutes No. 593 to 642 regarding grant of Autonomous Status to Affiliated College/ Recongnised Institution/ University Department/University Institution as passed by the Senate of the University at its special meeting held on 4th December, 2001.

AND WHEREAS in excercise of the power conferred by sub- section (10) of section 72 read with Section 71 and Section 122 of Maharashtra Public Universities Act, 2016 the Draft Statutes prescribing the norms for grant of autonomy to the University Departments, Institution, Centre and Schools were prepared by the Statutes Committee constituted by the University as per the provisions of Section 72(2) of Maharashtra Public Universities Act, 2016.

AND WHEREAS the said draft Statutes prepared by the Committee was placed before the Board of Deans at its meeting held on 28th June, 2021 vide item No. 9.23 when the Board of Deans resolved as under :-

“ After due discussion & deliberations on the captioned matter, it was resolved that, Grant of Autonomous status and Governance Structure for Autonomous University/ Institutuion/Department/Schools/Centre be approved and the same be recommended to Academic Council for consideration and approval.”

AND WHEREAS the recommendations made by the Board of Deans was placed before Academic Council at its meeting held on 29th June, 2021 vide item No. 9.23, the Academic Council resolved as under :-

“ Considering the resolution passed by the Board of Deans at its meeting held on 28th June, 2021 vide item No. 9.23 it was resolved that for Grant of Autonomous status and Governance structure for Autonomous University/Institution/Department/School/Centre



-2-

(attached herewith) (Annexure), be accepted and the same be recommended to the Management Council, as per rules.”

AND WHEREAS the recommendations and resolution passed by the Board of Deans and Academic Council was placed before the Management Council at its meeting held on 27th September, 2021 vide item no. 14, when the Council resolved as under :-

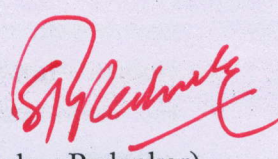
“It was resolved that the Governing structure for Autonomous University Departments, Centres, Schools and Institutes be accepted and the same be recommended to the Senate ”

AND WHEREAS the recommendations made by the Management Council was placed before the Senate at its meeting held on 15th and 16th March, 2022 vide item No.5 as per the provisions of Section 72(g) of the Maharashtra Public Universities Act, 2016 and the same was accepted by the Senate.

NOW THEREFORE, I Prof. Suhas Pednekar; Vice-Chancellor of the University of Mumbai in exercise of the power conferred upon under Section 12(8) of the Maharashtra Public Universities Act, 2016 hereby prescribes norms for grant of Autonomy to University Department/ Institution/ Centres and Schools as per enclosed Annexure.

The said norms shall come in to force with immediate effect i.e. the date on which the directions are issued and shall remain operative till such time as Statutes are made in this respect.

Mumbai – 400 032.
03rd August, 2022


(Prof. Suhas Pednekar)
Vice-Chancellor

To,

The Head/Directors of the University Departments/Institutions

University of Mumbai



Phone - 022 - 2265 2816

E-mail - dy.registrar.tau@fort.mu.ac.in
ar.tau@fort.mu.ac.in

Academic Appointments &
Quality Assurance (AAQA)
Fort Campus, M.G. Road, Mumbai - 32

NAAC Accredited with A++

-3-

[A] Copy forwarded with compliments for information to :-

1. The Principal Secretary to the Governor, Raj Bhavan, Maharashtra, Wallkeshwar Road, Malbar Hill, Mumbai – 35
2. The Principal Secretary, Government of Maharashtra, Higher & Technical Education, Mantralaya, Mumbai – 400 032
3. The Director, Higher Education, Maharashtra State, Central Building, Pune – 411001.
4. The Presiding Officer, College Tribunal for Mumbai University, University Building, Second Floor, Fort, Mumbai – 400 032
5. The Joint Director, Higher Education, Mumbai Region, Mumbai – 400 001

[B] Copy forwarded for information and necessary action to :-

1. The Director, Board of Examination & Evaluation
2. The Finance & Accounts Officer
3. The Deputy Registrars/Assitant Registrars and Incharge of various administrative Section Of the University
4. The Deputy Registrar, Executive Authorities Unit
5. The Deputy Registrar, Election Section

[In exercise of the powers conferred by sub-section (10) of section 72 read with sub-section (7) of section 71 and section 122 of the Maharashtra Public Universities Act, 2016 (Mah. Act. No. VI of 2017)]

**Norms for grant of autonomy to University Departments
/Institutions / Centres / Schools**

This shall apply to all *University department / institution / centre / school* of University of Mumbai under the Maharashtra Public Universities Act, 2016 seeking the conferment of autonomous status.

*1. Terms and conditions of an autonomous university
department / institution/centre / school -*

(1) An autonomous university department / institution/centre / school shall,

(a) review existing courses or programmes and, restructure, redesign and prescribe its own courses or programmes of study and syllabi;

(b) formulate new courses or programmes as per the nomenclature specified by the UGC vide Notification No. F.5-1/2013 (CCP-II) published in Gazette of India, July 5, 2014 and as amended from time to time;

(c) evolve methods of assessment of students performance, conduct of examinations and declaration of results;

(d) announce results, issue mark sheets and other certificates, with University logo. However, the degree

shall be awarded by the University with the name of the *university department / institution / centre / school* on the degree certificate;

(e) prescribe norms for admission which shall be in consonance with the reservation policy of the State Government or Central Government, as the case may be;

(f) prepare Academic Calendar which shall be in consonance with the University calendar;

(g) strengthen research activities;

(h) recommend fees for the respective courses for consideration of Fee Fixation Committee of the University;

(i) constitute its own Admission Committee, Departmental Committee, Examination Committee, Board of Studies, Research Advisory Committee and other Committees for smooth conduct of academic programmes and examination.

(2) Autonomous *university department / institution/centre / school* shall have full academic and administrative autonomy. However, it will not have a privilege of creating and appointing its own administrative and teaching posts. Teachers shall be appointed by the university as per the University Grants Commission (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 or AICTE or other Regulatory Bodies as amended from time to time;

- (3) The autonomous *university department / institution/centre / school* shall continue to receive only those funds from university, State Government, Central Government and other funding agencies as being done before the grant of autonomous status, if any:

Provided that, the autonomous *university department / institution/centre / school* does not entitle for any extra grants after conferment of autonomous status.

- (4) Autonomy granted to the *university department / institution/centre/ school* is at the institutional level and is not partial, and shall cover the programmes at all levels such as U.G., and P.G., offered by the *university department / institution/centre / school*. The courses introduced by the *university department / institution/centre / school* after the conferment of autonomous status shall automatically come under the purview of autonomy.

Ph.D. will be governed by University rules and regulations.

- (5) The autonomy shall always come into effect from the ensuing academic year.

(6) The students enrolled for the first year of any course at the time of actual commencement of autonomy to the university department or university school or university institution only shall be covered under autonomy and thereafter such students shall be covered under autonomy progressively.

(7) Autonomous status shall be granted to *university department / institution/centre and school* initially for a period of five years. Every further extension for five years shall be granted after receiving and reviewing the satisfactory report of the Expert Committee, appointed by the Vice-Chancellor of the university.

2. *Role of the University.*-

(1) The Board of Deans of the University shall, after receiving the application of the *university department / institution/centre/ school* for grant of autonomous status, constitute the Expert Committee for onsite visit to the *university department / institution/centre school*. The Expert Committee shall consist of the following members, namely:-

(a) Former Vice-Chancellor of the State university or Central university in IndiaChairman

(b) Dean of the Faculty concerned of other university in India;

(c) Two professors in the relevant subject, of other

universities;

(d) Director Higher Education or his nominee not below the rank of Joint Director.

(e) Dean of the faculty concerned..... Member Secretary.

(2) The *university department / institution/centre/ school* on attaining autonomous status shall continue to be *university department / institution/centre/ school* and shall enjoy the privileges of autonomy.

(3) The university shall ensure that all teaching positions required to run self-financed courses are also filled.

(4) There shall be responsive administrative and governance support of the university.

3. Eligibility.-

(1) The *university department / institution/centre/ school* shall have at least 10 years of existence.

(2) The *university department / institution/centre/ school* shall have the required number of qualified full-time teachers appointed as per norms.

(3) The *university department / institution/centre/ school* offering technical programmes shall be accredited by NBA for three years.

(4) Management and Academic Council may relax one or two eligibility conditions / criteria for conferment or extension of autonomous status.

4. *Conferment or extension of autonomous status.-*

- (1) The *university department / institution/centre/ school* intending to have autonomous status shall submit an application to the university, any time during the year, in the Form annexed to this Statute.
- (2) If the *university department / institution/centre/ school* is found to have fulfilled the eligibility conditions, the Board of Deans, shall examine the proposal for conferment or extension of autonomous status and shall arrange for onsite visit of an Expert Committee.
- (3) The report of the Expert Committee for conferment or extension of autonomous status shall be placed before Academic Council and Management Council by the Board of Deans for consideration. The letter granting autonomy may be issued by the university on the basis of the decision of the Management Council.
- (4) The autonomous *university department / institution/centre/ school* shall apply in the prescribed Form to the university for extension of autonomous status six months prior to expiry of the autonomy cycle.
- (5) If an autonomous *university department / institution/centre/ school* wishes to surrender the autonomous status, it shall follow due process of forwarding the resolution passed by

the Executive Body to the university. However, such withdrawal shall take effect only after the last batch of students then enrolled under autonomy passes out.

5. *Criteria for granting autonomy to the university department / institution/centre/ school-*

- (1) Good academic reputation with previous performance in university examinations and its academic or co-curricular or extension or research activities.
- (2) The *university department / institution/centre/ school* shall have executed at least five Projects sanctioned by the Government or non- Government Funding Agencies in preceding five years.
- (3) The *university department / institution/centre/ school* shall have been conducted faculty training programmes, such as FDP, STTP, etc.
- (4) The *university department / institution/centre/ school* shall have been sanctioned Institutional Development Proposals such as FIST by DST , SAP by UGC, MODROB by AICTE, ICSSR, YASHADA, SWACH BHARAT, JALYUKT SHIWAR, UNNAT BHARAT, etc.
- (5) The *university department / institution/centre/ school* shall have been strong linkages with Industries or Society or Alumni and shall have record of resource generation through consultancy.
- (6) The *university department / institution/centre/ school* shall have

good placement record (in campus and off campus), for preceding five years.

(7) The examination result of the *university department / institution/centre/ school* shall be 75% average for preceding five years.

(8) Extension Activities of the *university department / institution/centre/ school* showing connectivity with the society.

(9) Quality and merit in the selection of UG, PG, and Ph.D. students subject to statutory requirements in this regard.

(10) Adequacy of infrastructure in terms of class rooms, library, books, journals and e-resources, laboratories and equipment, sports facilities and facilities for recreation activities for faculty and students as per the norms and standards.

(11) Financial strength of the *university department / institution/centre/ school* in the form of adequate budgetary provisions annually by the University.

(12) Motivation and involvement of faculty in the promotion of innovative reforms.

6. *Monitoring of Autonomous university department / institution/centre/ school-*

(1) The Departmental Internal Quality Assurance Cell (IQAC) shall have been established in the *university department / institution/centre/ school* for regular monitoring of the activities. The Departmental IQAC shall consist of the following members, namely:-

(a) Head/ Director of University *university department / institution/centre/ school* Chairman;

(b) External Expert from Industry or Research Organization or Academic Institution nominated by Vice-Chancellor.... Member

(c) One Professor, One Associate Professor, One Assistant Professor nominated by the Director/ Head of the university department, university school or university institution.... Member

(d) Student Representative, one under-graduate or post-graduate and one Ph. D..... Member

(e) Representative of administration of *university department / institution/centre/ school*

(f) One Alumni of the *university department / institution/centre/ school*.... Member

(g) One Teacher nominated by the Head/ Director of the *university department / institution/centre/ school*.... Member Secretary.

- (2) The Departmental IQAC shall appoint an external Peer Team comprising of academicians of repute and shall send report to university regarding the performance of the *university department / institution/centre/ school*.
- (3) The report shall also be put on public domain on the website of the *university department / institution/centre/ school*. The external peer review shall be conducted at least once in a year. On receipt of adverse report by the external peer team appointed by Departmental IQAC or in case of complaint, the university shall have powers to constitute its own Expert Committee for careful scrutiny of the report and may revoke the autonomous status of the *university department / institution/centre/ school* after giving due opportunity to the *university department / institution/centre/ school* to defend itself.
- (4) The autonomous *university department / institution/centre/ school* shall, without fail, upload on its website information regarding the courses offered by it, fees for the courses, details of the teachers along with qualification and unique ID, details of adjunct teachers, admission procedure, the details of relevant infrastructures, research activities of the *university department / institution/centre/ school* including thrust areas of research along with the details of Ph.D. students enrolled, with the date of registrations, topics of research, name of

the supervisor, etc.

- (5) The *university department / institution/centre/ school* shall also put on its website the creation of various Committees or Cells as mandated in the various University Regulations notified from time to time. The *university department / institution / centre / school* shall conduct the meetings of the statutory bodies regularly and upload the minutes of the meetings on the website of the *university department / institution / centre / school*.
- (6) The *university department / institution / centre / school* shall upload on its website all the information about the *university department / institution / centre / school* in the prescribed format and the same shall be sent to the university while applying for fresh or extension of autonomous status. The *university department / institution / centre / school* shall also submit progress report the university and utilization certificate annually to the university and other funding agencies as per the prescribed norms.
- (7) All the Regulations notified by the university, UGC and State Government shall be followed in letter and spirit by all the Autonomous *university department / institution / centre / school* and an undertaking to this effect shall be uploaded on the department website.

7. *Matters regarding starting of new courses.-*

(1) An autonomous *university department / institution / centre / school* is free to start diploma courses of the level of undergraduate or post-graduate or certificate course without prior approval of the University and State Government:

Provided that, the prior approval of the Executive Body shall be obtained before introduction of these courses.

Diplomas and certificates shall be issued under the seal of the *university department / institution / centre / school*. The university shall, however, be informed about such introduction of new courses.

(2) An autonomous *university department / institution / centre / school* is free to start a new degree or post-graduate course or Ph.D. with the prior approval of the Academic Council of the university and concerned Statutory Councils, such as AICTE, NCTE, PCI, BCI etc., wherever required, provided the nomenclature of the degree is as per the University Grants Commission Notification on Specification of Degrees, 2014 and as amended from time to time. Such courses shall fulfill the minimum standards prescribed by the university or University Grants Commission in terms of number of hours, credits,

curricular content and standards.

- (3) An autonomous *university department / institution / centre / school* may rename an existing course as per the University Grants Commission Notification on Specification of Degrees issued under section 22 of the University Grants Commission Act, 1956 as amended from time to time, after restructuring or redesigning it with the prior approval of the Academic Council of the university.

8. *Governance of an autonomous university department / institution / centre / school-*

- (1) The *university department / institution / centre / school* shall constitute various bodies and committees to ensure proper management of academic, financial and general administrative affairs. The statutory bodies in the autonomous *university department / institution / centre / school* shall be as under:-

- (a) Governing Council
- (b) Executive Body;
- (c) Departmental Committee;
- (d) Board of Studies.

- (2) The *university department / institution / centre / school* shall, in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Finance Committee, Purchase Committee, Grievance Redressal Committee, Examination Committee, Admission Committee,

Research committee, Library Committee, Student Welfare Committee, Internal Complaint Committee, Unfair Means Inquiry Committee, Anti Ragging Committee, Extra-Curricular Activities Committee and Academic Audit Committee, etc.

(3) Governing Council

(a) The Governing Council shall consist of the following members, namely:-

- Vice Chancellor.....Chairman
- Pro Vice Chancellor ,
- one MC member to be nominated by VC,
- one university professor and one principal to be nominated by VC,
- two experienced professional to be nominated by State Government,
- one eminent Industrialist/ Academician/Scientist to be nominated by VC
- Registrar ,
- Director / Head of the *university department / institution / centre / school* as member secretary

b) The Governing Council shall have the following powers and duties, namely:-

- (i) To envision and finalize the academic, research, outreach policies of the Centre/ Department/ Institution/ School
- (ii) To discuss and approve the recommendations of

Executive Body and devise guiding parameters for working of Executive Body

(iii)to provide infrastructural facility for innovation and research project.

(iv)to recommend to the university the required faculty and non-teaching staff for appointment.

(v) to recommend to the university for signing of MoU with industry or research or academic institutions.

- Term of Governing Council will be for 3 years.
- The Governing Councilshall meet at least twice a year.
- Two third members will form the quorum.

(4) Executive Body

(a) The Executive Body shall consist of the following members, namely:-

(i) Pro-Vice-ChancellorChairman;

(ii) Dean of Faculty concerned;

(iii)Director/ Head of the *university department / institution / centre / school*;

(iv)expert from Industry or Research Organization nominated by the Vice-Chancellor;

(v) two Professors from other Universities or autonomous Institutes nominated by the Vice- Chancellor;

(vi)one Professor, one Associated Professor, one Assistant Professor, from the *university department / institution / centre / school*nominated by Head of the

Department;

(vii) Chairman of Board of Studies of the relevant subject of the University;

(viii) one senior teacher nominated by Head of Department.....Member Secretary.

b) The Executive Body shall have the following powers and duties, namely:-

(i) to recommend new under-graduate and post-graduate courses to the Academic Council of the University.

(ii) to control, regulate and co-ordinate research activity to maintain standards of teaching and research.

(iii) to approve academic calendar of the department, curriculum of the courses, co-curricular and extra-curricular activities, departmental extension activities,

iv) to recommend departmental budget to the university to incorporate in the university budget.

(vi) to allocate funds generated by the autonomous *university department / institution / centre / school* by undertaking projects as per the norms of the funding agency.

(vii) to provide guidelines for distribution of share generated through consultancy and allied services, among the teachers providing consultancy and allied services, autonomous *university department / institution / centre / school* and the university.

(viii) to approve departmental research proposals for submission to funding agency through university.

(ix) to approve Alumni association.

(x) to recommend to the university institution of scholarship, studentship, fellowship, prizes and medals.

(xi) to perform such other functions as may be assigned by the university and governing Council.

(xii) to approve regulations regarding admission of students to different programme of study in the department.

(xiii) to approve regulations for sports, extra-curricular activities and proper maintenance and functioning of equipment and facilities.

(b) Term of the Executive Body shall be three years.

(c) The Executive Body shall meet at least six times a year. Skipping/ remaining absent for three meetings in succession will lead to termination of membership.

(d) Two third members will form the quorum

(5) Departmental Committee.-

(a) the Departmental Committee of university institution shall consist of the following members, namely:-

(i) the Director or Head of Institution/ School/ Depaartment/ CentreChairman;

(ii) all the Heads of Departments in the university institution;

(iii) two Professors in the university institution;

(iv) two Associate Professors in the university institution;

(v) three Assistant Professors in the university institution:

Provided that the teachers representing different categories of teaching staff be appointed by the Director by rotation on the basis of seniority of service in the university institution;

(vi) not less than three experts or academicians from outside the university representing various fields to be nominated by the Vice-Chancellor;

(vii) a teacher in the university institution nominated by the Director..... Member Secretary.

(b) the Departmental Committee of university department shall consist of the following members, namely:-

(i) the Head of the departmentChairman;

(ii) all the Professors of the department;

(iii) two Associate Professors of the department;

(iv) two Assistant Professors of the department;

Provided that the teachers representing different categories of teaching staff be appointed by the Head by rotation on the basis of seniority of service in the department.

(v) not less than three experts or academicians from outside the university representing various fields to be nominated by the Vice-Chancellor;

(vi) a teacher nominated by the Head of the university

departmentMember Secretary.

Note: The Eminent visiting faculty members/ Professors can be invited on the statutory bodies.

(c) The term of nominated members of the Departmental Committee shall be three years.

(d) The Departmental Committee shall meet at least twice a year.

(e) Powers and Functions of the Departmental Committee:

The Departmental Committee of the *university department / institution / centre / school* shall have following powers and functions, namely:-

- (i) to guide the University *university department / institution / centre / school* while fulfilling the objectives for which the university *university department / institution / centre / school* has been granted autonomous status;
- (ii) to recommend to the Executive Body for approval of new programmes of study leading to degrees or diplomas;
- (iii) to make efforts for recruitments of teaching faculty in accordance with the policies laid down by the university and State Government, from time to time;
- (iv) to prepare and submit annual budget of the *university department / institution / centre / school* to the Executive body;
- (v) to perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the *university department / institution / centre /*

school;

(vi) to 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 of the university differs on any proposal, it shall have the right to refer back the matter for reconsideration through the head of the *university department / institution / centre / school* to the Board of Studies concerned or reject it, after giving reasons to do so.

(vii) to make draft regulations regarding the admission of students to different programmes of study in the *university department / institution / centre / school* keeping in view the policy of the Government.

(viii) to make draft regulations for sports, extra-curricular activities, and proper maintenance and functioning of equipment and facilities,

(ix) to recommend to the Executive Body, institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

(x) to give suggestions(s) to the university pertaining to academic affairs made by it.

(xi) to perform such other functions as may be assigned by the university.

(6) Board of Studies.-

(a) the Board of Studies shall consist of the following members, namely:-

(i) head of the university department or Director of the university institutionChairman;

(ii) one teacher of each specialization;

(iii) Two subject experts from outside the university to be nominated by the Chairman of the Executive Body;

(iv) one expert to be nominated by the Vice-Chancellor from a panel of six recommended by Head of the university department or Director of the university institution/centre/school;

(v) One representative from industry or corporate sector or allied area relating to placement nominated by the Executive Body

(vi) one post-graduate meritorious alumnus to be nominated by Director of the Institution or Head of the Department;

(vii) the Chairman, Board of Studies, may co-opt:

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

(b) Other member of staff of the same faculty;

(c) One teacher to be nominated by the Head of the

university department or Director of the university institution..... Member Secretary.

(b) The term of the nominated members of the Board of Studies shall be three years.

(c) The Board of Studies shall meet at least twice a year.

(d) Two third members will form the quorum.

(e) The Board of Studies of *university department / institution / centre / school* shall have the following powers and functions, namely:-

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

(ii) to suggest methodologies for innovative teaching and evaluation techniques;

(iii) to suggest panel of teachers to the Executive Body for appointment of examiners, paper setters and evaluators.

(iv) to coordinate research, teaching, extension and other academic activities in the *university department / institution / centre / school*.

(b) Examination cell and system:

An autonomous *university department / institution / centre / school* shall have an examination section headed by the

Chairman of Examination Committee. The head of the department or director of the university school shall be the chief controller of examinations. The chairman of examination committee shall be assisted by the deputy chairman of the examination committee along with other office support.

(7) Examination Committee.-

(a) the examination committee shall consist of the following members, namely:-

(i) one teacher nominated by the Head of the university department or Director of the university institutionChairman;

(ii) one Professor nominated by the Head of the university department or Director of the university institution;

(iii) one Associate Professor nominated by the Head of the university department or Director of the university institution;

(iv) two Assistant Professors nominated by the Head of the university department or Director of the university institution;

(v) two administrative staff nominated by the Head of the university department or Director of the university institution;

(vi) one teacher nominated by the Head of the university department or Director of the university institution

.....Member Secretary.

- (b) Term of the Examination Committee shall be three years.
- (c) The Examination Committee shall meet at least twice a year.
- (d) The Examination Committee shall have the following functions, namely:-
 - (i) to prepare time tables for Internal and end-semester examinations;
 - (ii) conduct of examinations;
 - (iii) evaluation of answer books and declaration of results in time;
 - (iv) to appoint Unfair Means Committee;

8. Consequential and Financial Burden

The university shall bear all consequential and financial burden which would arise after the conferment of Autonomous status to the *university department / institution / centre / school*, as the case may be.

9. Consequences of violation of provisions of directives or guidelines.-

All directives or guidelines of the UGC, other Apex Regulatory Bodies, State Government and University issued from time to time shall be strictly followed, failing which, the UGC, other Apex Regulatory Bodies, State Government or University, as the case may be shall take appropriate action against the defaulting autonomous

university department / institution / centre / school.

Note: More than 50 % will be considered as majority. In case of divided house and the decision of the Chair will be considered the final.

**FORMAT FOR SUBMISSION OF PROPOSAL FOR GRANT OF
AUTONOMY TO THE UNIVERSITY DEPARTMENTS**

(Provide information for last Five years)

1. Name of the University:
2. Name of the Department/Institution:
3. Year of establishment:
4. Courses offered: UG, PG, M. Phil., Ph.D., Integrated Courses:
5. Courses introduced during last 5 years:
6. Inter-disciplinary programmes offered and departments involved:
7. Courses conducted in collaboration with other Universities or Institutions:
8. Details of programmes discontinued, if any during last five years, with reasons:
9. Examination System: Annual or Semester or Trimester, Choice Based Credit System or Credit and Grading System or any other system, specify:
10. Provide information about the participation of teachers in curricular revision and number of courses (papers) taught and courses for which the curriculum was revised.
11. Information about courses having focus on Employability, Entrepreneurship and Skill development.
12. Number of value added courses imparting transferable and life skills offered during the year.
13. Does the department assess the learning levels of the students, after admission and organize special programmes for advanced learners and slow learners?
14. Provide information about differently abled students and facilities available for them.

15. Number of teaching posts sanctioned and filled.

Designation	Sanctioned	Filled	Filled under CAS
Professor			
Associate Professor			
Assistant Professor			
Others			
Total			

16. Faculty profile with name, qualifications, designation, experience, nature of appointment (confirmed or probation/temporary):

a) Appointed on grant-in-aid Posts.

Name	Designation	Qualifications	Teaching or Research Experience	Nature of appointment

b) Appointed from University Fund.

Name	Designation	Qualifications	Teaching or Research Experience	Nature of appointment,.

c) Other appointments such as Teaching associates, etc.

Name	Designation	Qualifications	Teaching or Research Experience	Nature of appointment

17. Details of Distinguished Professors or Visiting Fellows or Guest Lecturers, Adjunct and Emeritus Professors.

18. Percentage of classes taken by temporary or visiting faculty (programme - wise information):

19. Programme-wise Student Teacher Ratio: (Average of 5 Years)

20. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant

a. Filled under grant-in-aid category:

Sr. No.	Posts	Sanctioned posts	Filled	Vacant
1	Laboratory Assistant			
2	Clerk (office)			
3	Laboratory Attendant			
4	Peon			
5	Others			

b. Filled from University fund:

Sr. No.	Posts	Sanctioned posts	Filled	Vacant
1	Laboratory Assistant			
2	Clerk (office)			
3	Laboratory Attendant			
4	Peon			
5	Others			

21. Thrust areas of research as identified by the department and its usefulness for society:

22. Does the department have well defined policy for promotion of research and available on website:

23. Information about individual research grants, projects completed and ongoing during the period of last 5 years:

a) From National funding agencies (like UGC, CSIR, DST, ICSSR, DBT etc):

Sr. No	Name of the Principle Investigator (Co-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)

b) From International funding agencies:

Sr. No.	Name of the Principle Investigator (CO-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)

24. Funds received at Departmental level through DST-FIST; CSIR, UGC-SAP/CAS, DAE, DBT, BRNS, ICSSR, AICTE, etc

Scheme and Funding Agency	Non- Recurring	Recurring	Project Fellow	Total

25. Research facilities available in the department.

26. Number of teachers awarded international fellowships for advanced studies or research.

27. Number of JRFs, SRFs, and other research fellows working in the department.

Sr No.	Name of Guide	Name of JRF	Name of SRF	Topic of Research	Date of Admission	Funding Agency

28. Number of Post Doctoral Fellows, Research Associates working in the department.

Sr. No.	Name of the Faculty/Supervisor	Name of Post-doctoral Fellow	Name of Research Associates	Topic of Research	Duration of work (from-to)

29. Publications:

Sr. No	Name of the Teacher	Papers published in peer reviewed journals	Monographs, Books, Chapters in books	Citations	<i>h</i> -index	Impact factor range/Average Impact factor

30. Details of patents filed, granted and income generated:

31. Revenue generated from corporate training by the department.

32. Consultancy services provided and income generated:

Sr. No.	Year	Name of the teacher	Nature of consultancy	Funds generated (In Lakh)

33. Number of linkages developed with Institutions or Industries for Internship, on-the-job training, project work, sharing of research facility etc.

34. Details of collaborations and functional MoUs with Institutions of National, International importance, other universities and Industries.

35. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels.

36. Details of teachers participated in Refresher Courses, Orientation Courses, Short Term Course and Faculty Development Programmes.

37. Details of teachers participated in Seminars, Workshops and Conferences at national and international levels. (participant, presented paper, Resource Person, chaired the session, delivered keynote address)

38. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (give details)

39. Details of teachers appointed or nominated on Editorial Boards at university, state, national and international level Journals.

40. Number of teachers who received Awards or Prizes /Or recognitions or fellowships at university, state, national and international level (provide details)

41. Awards and Prizes received by students at university, state, national and international level (provide details)

42. Details of Seminars/ Conferences/Workshops organized at university, state, national and international level and the source of funding.

Name of Conference/ Seminars / Workshops	Funding agency	No. of Participants	University/State/National/ International	Dates

43. Programme-wise Student profile.

UG/PG	Applications Received	Seats Available	No. of students Admitted		Total	Year
			Male	Female		

44. Year-wise results of students at UG and PG:

UG/PG	Year	No. of students		Pass percentage	Number of students with			
		Appeared	Passed		O	A	B	C

45. Number of days required for declaration of result.

Course UG/PG	Last date of examination	Date of declaration of result	Number of days required for declaration of result

46. Information about M. Phil. programme:

No of Applications Received	Seats Available	No. of students admitted		Total	Year
		Male	Female		

47. Details of award of M. Phil. degree.

Sr. No.	Name of the student	Name of the Guide	Topic of Research	Date of Registration	Date of Award

48. Information about Ph. D. programme:

No of Applications Received	Seats Available	No. of students admitted		Total	Year
		Male	Female		

49. Details of award of Ph. D. degree.

Sr. No.	Name of the student	Name of the Guide	Topic of Research	Date of Registration	Date of Award

50. Diversity of Students : (Year-wise)

Name of the Programme	Percentage of students from the same university	Percentage of students from other universities within the State	Percentage of students from universities outside the State	Percentage of students from other countries
UG				
PG				
M.Phil.				
Ph. D.				

51. Number of students qualified in State or National or International level Examinations, NET/SET/GATE/GMAT/CAT/TOEFL/ Civil & Defense Services examinations.

Year	MPSC	UPSC	NET	SET	GMAT	CAT	TOEFL	GATE	Other Exams	Total

52. Student progression or placement record: percentage of students proceeded for higher studies and percentage of students placed:

Year	% proceeded for higher studies					Percentage of students placed
	UG to PG	PG to M. Phil	PG to Ph.D.	M. Phil. to Ph.D.	Ph.D. to Post Doctoral	

53. Diversity of Faculty:

Teaching faculty	Percentage
from the same university	
from other universities within the State	
from other States	
from outside the country	

54. Average percentage of teachers using ICT methods for effective teaching with Learning Management System (LMS), e-learning resources etc.

55. Ratio of Mentor to Students for Academic & Stress related issues.

56. Present details of departmental infrastructural & other facilities with regard to

- Central Library Books and Journals-
- Departmental Library (books, journals etc.)-
- Total No. of Computers available in the department-
- Internet facilities for staff -
- Total number of class rooms-
- Class rooms with ICT facility-
- Students' laboratories-
- Research laboratories-
- Seminar Hall-
- Smart class rooms-
- Any other facility such as LCDs,

57. Brief information about Curricular Development:

- Whether the feedback collected from stakeholder's viz. Students /Alumni/Parents/Employers is analyzed and considered while framing curriculum?
- What is the frequency of curriculum revision?
- Does the curriculum have emerging thrust areas, including interdisciplinary

area? (If yes, elaborate).

58. Teaching-Learning, Evaluation.

- i) Percentage of teachers who prepare and follow Teaching plans.
- ii) How many teachers use the following teaching methods?
 - a) Interactive lecture method using blackboard, Group discussions, Problem solving sessions and Seminars.
 - b) ICT methods to support lectures.
- iii) Does the Department have Peer Review processes? If yes, are the suggestions of peer team effectively used to improve the quality of teaching?
- iv) Does the department have any mechanism to ensure that entire syllabus is taught by the teachers during the semesters?
- v) Does the department offer Bridge or Remedial courses? If yes, Give details.
- vi) What are the methods used for conducting internal evaluation?
- vii) How many days it takes to declare the result of the internal tests?

59. Teacher Performance:

- i) Whether the performance of the teacher is assessed by the students? If yes, whether the feedback reports are analysed and suggestions communicated to teachers?
- ii) Number of teachers getting
 - a) Very Good _____
 - b) Good _____
 - c) Average _____ remarks from students.
- iii) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the university with comments?

60. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.

61. Highlight the Special facilities available in the Department.

62. Unique features of the department.

63. State the Innovative practices adopted in the department.

64. Future plans of the department:

- a. Long term plans-
- b. Short term plans

Date:

Director of the Institution/Head of Department
Signature and Seal