

UNIVERSITY OF JAMMU

BABA SAHEB AMBEDKAR ROAD, JAMMU

NOTIFICATION

(17/July/Gen/22)

It is hereby notified for the information of all the concerned that in anticipation of the approval of the Competent Bodies and as recommended by the duly constituted Committee, the Vice-Chancellor has been pleased to authorize the adoption of the Statutes governing the Grant of Autonomy to the Colleges and Institutions and Functioning of the Autonomous Colleges.

The regulation under section 5.4(b) w.r.t. Academic reputation and previous performance in the University examinations and its academic/co-curricular/extension activities in the past shall be framed by the Director, College Development Council.

The Expert Committee shall also be judged under section 5.4(g) w.r.t. whether the applicant College/Institution is seeking autonomy for promoting higher standards, for curriculum development or for innovations and experimentation to make education socially relevant and purposeful. The proforma in this regard shall be devised by the Director, Colleges Development Council.

The Statutes governing Grant of Autonomy to Colleges and Institutions and Functioning of Autonomous Colleges is available on the University website: jammuuniversity.in.

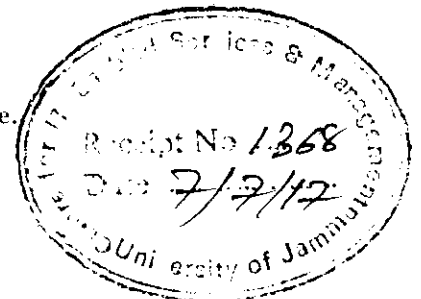

DEAN ACADEMIC AFFAIRS

No. F.Acd./I/17/5986-6007.

Dated: 6-7-17

Copy for information to:-

1. Special Secy. to the Vice-Chancellor, University of Jammu for the kind information of the Worthy Vice-Chancellor please.
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, CDC/DIQA
5. Joint Registrar Finance/Examinations.
6. Principal, Govt. College for Women, Parade
7. Director, MIER, Jammu
- ✓ 8. Incharge, University Website for uploading the Statutes on the website.



UNIVERSITY OF JAMMU

STATUTES GOVERNING GRANT OF AUTONOMY TO COLLEGES AND INSTITUTIONS AND FUNCTIONING OF AUTONOMOUS COLLEGES

1. TITLE, COMMENCEMENT AND APPLICABILITY:

- 1.1 These statutes shall be called "The Statutes governing the Autonomous Colleges".
- 1.2 These statutes shall come into force from the date of assent by the Chancellor.
- 1.3 These statutes shall apply to colleges/institutions affiliated to the University of Jammu.

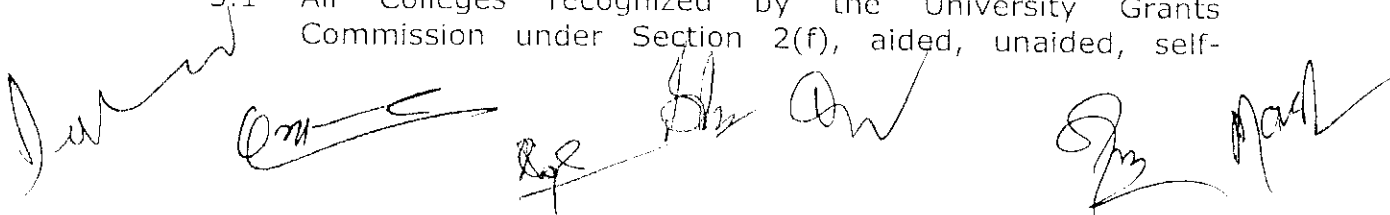
2. DEFINITIONS:

- 2.1 In these statutes, unless the context otherwise requires:
 - a) "Act" means the Kashmir and Jammu Universities Act, 1969
 - b) "College" means an institution maintained or admitted to its privileges by the University of Jammu and includes a constituent College.
 - c) "Institution" means any educational institution eligible to avail of the privileges extended by the University as a college affiliated to the University
 - d) "Principal" means Head of a College
 - e) "Head of Department" means teacher incharge of a Subject in a College.
 - f) "Governing Body", "Academic Council", "Board of Studies", "Board of Appointment of Examiners", "Finance Committee", "Expert Committee", "Review Committee", and/or any such body/bodies as are constituted under these statutes.

Words and expressions used in these statutes but not specifically defined herein shall have the same meaning as assigned to them in the Kashmir and Jammu Universities Act and the statutes/regulations framed there under.

3. ELIGIBILITY:

- 3.1 All Colleges recognized by the University Grants Commission under Section 2(f), aided, unaided, self-

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financing which are or not covered under Sec. 12(B) of the UGC Act and which are permanently affiliated to the University of Jammu shall be eligible to apply for autonomous status.

- 3.2 The College should have at least 75% permanent faculty* members as per student-teacher ratio at the time of application.
- 3.3 Each subject should be headed by at least one Associate Professor.

4. APPLICATION FOR GRANT OF AUTONOMY:

- 4.1 Any eligible College shall submit an application on prescribed proforma, as per **Annexure A**, in quadruplicate, to the Director, College Development Council, University of Jammu, alongwith prescribed application fee through a demand draft drawn in favour of Director, College Development Council, University of Jammu, accompanied by authenticated copies of relevant supportive documents. The application fee shall not be refunded even if subsequently the application is withdrawn by the College.
- 4.2 The applicant college shall also make a remittance of prescribed fee towards the processing fee through a demand draft drawn in favour of the Director, College Development Council, University of Jammu, which shall also be non-refundable even if the application for grant of autonomy is rejected by the University.
- 4.3 An eligible College desirous of seeking 'autonomous status' must submit prescribed application accompanied by requisite application fee and processing fee alongwith authenticated supportive documents so as to reach the office of the Director, College Development Council, University of Jammu on or before 31st October.

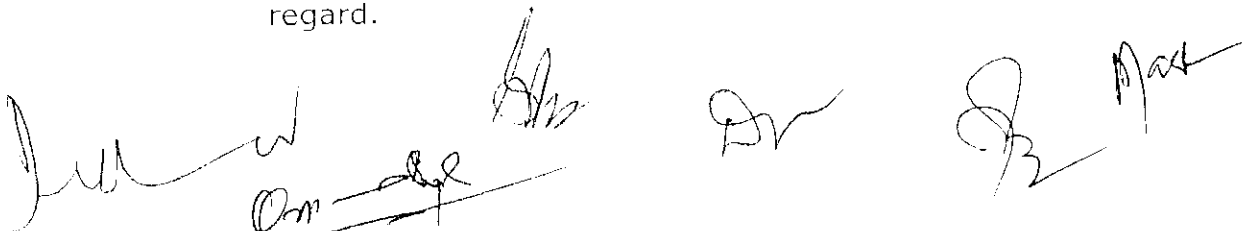
5. PROCEDURE FOR GRANT OF AUTONOMY:

- 5.1 The University shall constitute an Expert Committee which shall consist of:
- Dean, Academic Affairs shall act as Chairperson;
 - Dean, Research Studies;
 - The Deans of the Faculties concerned;

*Employees that engaged in the Faculty draws Salary and other incentives as per UGC/University/State Govt. Norms

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- d) A Nominee each of the Syndicate and the Academic Council;
 - e) A Nominee of the University Grants Commission;
 - f) Director, Colleges, Higher Education Dept., J&K Government;
 - g) A Nominee of the All India Statutory/Regulatory Body in case the applicant-college is regulated by such All India Statutory/Regulatory Body;
 - h) An outside Subject Expert/s, if applicable, not below the rank of a Professor nominated by the Vice-Chancellor;
 - i) Registrar, University of Jammu;
 - j) Controller of Examinations; University of Jammu;
 - k) Director, DIQA, University of Jammu; and
 - l) The Director, College Development Council, who shall act as Member-Secretary of the Expert Committee.
- 5.2 Applications for autonomy which fulfil the conditions laid down in these statutes shall be placed before the Expert Committee by the Director, College Development Council.
- 5.3 The Expert Committee, on receipt of the completed application, shall visit the College/Institution seeking the autonomous status and make such inquiry as it may deem fit as per UGC guidelines and file its report to the Vice-Chancellor as per **Annexure B**.
- 5.4 The Expert Committee shall, while preparing its report, be guided by, amongst other things, the following criteria:
- a) History of the Institution seeking autonomous status.
 - b) Academic reputation and previous performance in University examinations and its academic/co-curricular/extension activities in the past.
 - c) Academic/extension/research achievements of the faculty.
 - d) Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.



- e) Adequacy of infrastructural facilities, such as, library, equipments, accommodation for academic activities, recreational, research facilities, hostels, etc.
- f) Financial resources at the disposal of the College management and its capacity to raise additional funds for the development of the College seeking autonomy.
- g) Whether the applicant College/Institution is seeking autonomy for promoting higher standards, for curriculum development or for innovations and experimentations to make education socially relevant and purposeful.
- h) The standing of the teaching staff in Academic Circles and their noteworthy contributions in the field of their specializations, publications at their credit, etc.
- i) Whether the College has undertaken adequate measures, like staff preparation, educational preparations, institutional preparations to prepare students and the staff for a switch over to an autonomous-setting to ensure that the responsibilities accompanying autonomy are properly discharged.

5.5 The Vice-Chancellor shall present the report of the Expert Committee to the Academic Council for consideration and recommendation to the Syndicate.

5.6 The Syndicate shall consider the report and then, in the light of the recommendations of the Academic Council, may authorize the Director, College Development Council to transmit all the relevant records to the State Government and the University Grants Commission for obtaining their concurrence.

5.7 On receipt of such report/concurrence, the College Development Council shall place it before the next meeting of the University Council alongwith his/her report indicating whether or not the College/Institution has fulfilled the terms and conditions of letter of intimation.

5.8 The University Council, after considering the recommendations of the Academic Council, the Syndicate and concurrence of the State Government and the University Grants Commission, shall pass a resolution either conferring autonomous status to the applicant college or rejecting the case of the applicant college for conferment of autonomous status to it.

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5.9 If the University Council approves the conferment of autonomous status to the applicant College, the Registrar shall, in accordance with the resolution of the University Council, issue a letter granting Autonomous Status to the applicant college as per format in **Annexure C** with the requisite modifications, if any. In case the University Council rejects the case of the applicant college for conferment of autonomous status, the Registrar, shall intimate the applicant college about the rejection of its case specifying the deficiencies/shortcomings pointed out by the University Council and in that eventuality, the applicant-College shall be entitled to the refund of annual fee.

5.10 The College after receiving the intimation about grant of autonomous status, shall make a report to the University within fifteen days with regard to compliance of all such conditions by enclosing necessary documents in support thereof and indicating its preparedness to function as an autonomous College/Institution. The report shall also accompany annual fee as may be prescribed by the University from time to time and an undertaking of the Principal of the College that the college shall adhere to all the statutory requirements.

6. GOVERNANCE OF AN AUTONOMOUS COLLEGE:

A college/institution which is conferred the status of autonomous college, shall have the following committees to ensure its proper management in academic, financial and administrative matters:

- (a) Governing Body
- (b) Academic Council
- (c) Board of Studies
- (d) Finance Committee
- (e) Board of Appointment of Examiners
- (f) Planning and Evaluation Committee

The composition, powers and functions of these Committees shall be as under:

6.1 GOVERNING BODY:

6.1.1 Composition:

A) Non-Government Autonomous College :

- a) Five members from the Management/Trust as per the Constitution or Bye-laws with the Chairperson or President/ Director as the Chairperson.
- b) Two teachers of the College/Institution nominated by the Principal in order of seniority for **two** years.

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- c) An Educationist or Industrialist nominated by the Management.
- d) A nominee of the University Grants Commission.
- e) A nominee of the State Government (an academician not below the rank of a Professor or a State Government official of Higher Education Department not below the rank of the Secretary).
- f) A nominee of the Vice-Chancellor.
- g) The Principal of the College/Institution shall be the Ex-officio Member Secretary.

B) Government Autonomous College:

- a) Three Members (Educationists, industrialist, professional) with proven academic interest possessing at least PG level qualification) nominated by the State Government, one of them shall be the Chairperson.
- b) Two teachers of the College/Institution nominated by the Principal based in order of seniority for **two** years.
- c) An Educationist or Industrialist nominated by the Principal based on Seniority
- d) A nominee of the University Grants Commission.
- e) A nominee of the State Government.
- f) A nominee of the Vice-Chancellor.
- g) The Principal of the College/Institution shall be the Ex-officio Member Secretary.

6.1.2 Tenure of Membership:

The tenure of a nominated member shall be **two** years except for the UGC nominee whose term shall be full six years.

6.1.3 Meeting:

The Governing Body shall meet at least twice a year.

6.1.4 Powers and Functions:

Subject to the existing provisions in the bye-laws of autonomous college and rules laid down by the State Government, the governing body of the Autonomous colleges shall have the following powers and functions:

- a) Act as a disciplinary authority for the teaching and non-teaching staff in accordance with rules, statutes and procedure laid down by the State Government/University.
- b) All financial matters including investment of college money and raising resources for the College/Institution.
- c) Fixing the fee and other charges payable by the students of the College/Institution on the recommendation of the finance committee.
- d) Delegate administrative and financial powers to the Principal and other teaching and non-teaching staff of the College/Institution.
- e) Institute Scholarships, Fellowships, Studentships, Medals, Prizes and Certificates on the recommendation of the Academic Council.
- f) Accept donations, endowments made to the College.
- g) Start new programmes of study leading to Degrees and Diplomas on the recommendations of the Academic Council provided they meet the criteria which includes infrastructure requirements for the course, faculty structure as per UGC norms and NAAC accreditation not less than "B" Grade.
- h) Constitute Committees for special academic purposes.
- i) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development and fulfillment of the objectives for which the college has been declared as autonomous.

Notwithstanding anything contained in Statute 6.1.4, the powers and functions of the governing body shall be exercised in accordance with the guidelines, rules and regulations that may be issued by the UGC, the State Government and the University from time to time.

6.2 ACADEMIC COUNCIL:

6.2.1 Composition:

The Academic Council of the College shall consist of:

- a) The Principal of the College who shall act as the Chairperson.

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- b) All Heads of the Departments in the College.
- c) Four teachers of the College representing different faculties by rotation in order of seniority in the College.
- d) Not less than four experts from outside the College representing different areas, such as, Industry, Commerce, Law, Education, Sciences, Medicine, Engineering, Management, etc., to be nominated by the Governing Body.
- e) Three nominees of the University to be nominated by the Vice-Chancellor on the request of the College.
- f) A faculty member, nominated by the Principal, shall be the Member Secretary.

6.2.2 Tenure of the Members:

The tenure of the nominated member shall be **two** years.

6.2.3 Meeting:

The Principal of the College shall convene a meeting of the Academic Council at least once in a year.

6.2.4 Functions:

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

- a) 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.
- b) Make regulations regarding admission of students to different programmes of studies in the College/Institution.
- c) Make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels.

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- d) Recommend to the Governing Body proposals for institution of new programmes of study at various levels.
- e) Recommend candidates for conferment of Degrees by the University.
- f) Make recommendation to the Governing Body for the institution of scholarships, studentships, fellowships, prize and medals and to frame regulations for the award of the same.
- g) Advise and assist the Governing Body on Academic matters as it may be called upon and perform such other functions as may be assigned to it by the Governing Body, so that the aims and objectives of granting Autonomous Status are achieved.

6.3 BOARD OF STUDIES:

6.3.1 Composition:

- a) There should be a Convener for each subject in the Board of Studies. The Convener shall not be below the rank of Associate Professor. In case the Associate Professor is not available in a particular subject, the Principal of the College will act as the Convener of the Board of Studies in the subject.
- b) The entire faculty of each specialization.
- c) Two experts in the subject from outside the College/Institution nominated by the Academic Council.
- d) One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the College Principal.
- e) One representative from industry/corporate sector/ allied area relating to placement.
- f) One post-graduate meritorious alumnus nominated by the Principal. The Convener, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (i) Experts from outside the college whenever special courses of studies are to be formulated.
 - (ii) Other members of staff of the faculty of allied areas of the College/Institution.

6.3.2 Tenure of Membership:

The tenure of all the nominated members shall be **two** years.

6.3.3 Meeting:

The 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.

6.3.4 Powers and Functions:

- a) To prepare syllabi for various courses keeping in view the objectives of the College, interest of the stakeholders and national requirement for consideration and approval by the Academic Council.
- b) To suggest methodologies for innovative teaching and evaluation techniques.
- c) To suggest panel of names to the Academic Council for appointment of examiners
- d) To Coordinate research, teaching, extension and other academic activities in the department/college.

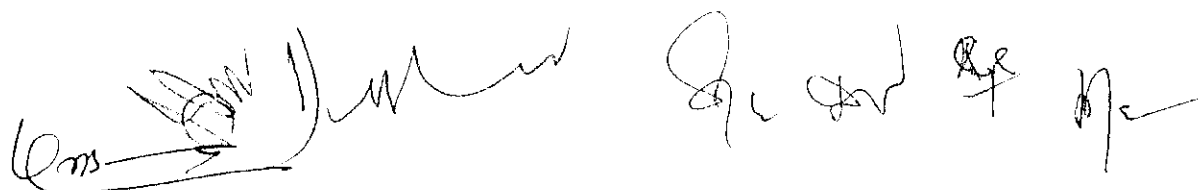
6.4 FINANCE COMMITTEE:

6.4.1 Composition:

- a) The Principal shall be the Chairperson.
- b) One person nominated by the Governing Body of the College for a period of **two** years.
- c) A Chartered Accountant to be appointed by the Governing Body.
- d) One senior-most teacher of the College to be nominated in rotation by the Principal for **two** years.
- e) Administrative Officer/teacher performing the functions of over-all administration, other than the Principal, to act as Member-Secretary.

6.4.2 Functions:

The Finance Committee shall advise the Governing Body on financial matters and shall meet at least twice a year to consider:



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- a) Budget estimates relating to the grants received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy, and
- b) Submit audited accounts to the Governing Body, University and State Administrative Department.
- c) To recommend for the approval of the Governing Body, the Honorarium/Remuneration to be paid to the experts, invited for various Committees such as Board of Studies, Academic Council, Governing Body etc, various Teaching and Examination related activities.

6.5 BOARD OF APPOINTMENT OF EXAMINERS:

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.

- a) There shall be a Board of Appointment of Examiners (BOAE) for the appointment of examiners for the examination of each course/subject. The Principal of the College shall be the Chairperson of the BOAE. Besides the Principal, the Chairperson of Board of Studies concerned and the Senior-most Teacher from the Department concerned shall be the members of the BOAE.
- b) The Principal with the help of BOAE in each subject, shall co-ordinate the matters relating to the proper conduct of the examinations. He/She shall notify the schedule of examinations of each session.
- c) The BOAE shall prepare a list of Examiners for each subject/courses, out of the panel of examiners submitted by the concerned Board of Studies and shall recommend it for approval of the Governing Body.
- d) The Governing Body shall not ordinarily make any change in either the list of examiners prepared by the BOAE except by passing a resolution clearly stating the reasons for making the change in the list.
- d) The Board of Examiners shall perform functions relating to the conduct of examinations and shall perform such other functions as may be assigned to it by the Academic Council.

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6.6 PLANNING AND EVALUATION COMMITTEE

6.6.1 Composition:

- a) Commissioner/Secretary, Higher Education Department Govt. of J&K State.
- b) Director, Colleges, J&K Government.
- c) A Principal of another Autonomous College within the State of J&K or outside.
- d) Director, Colleges Development Council, University of Jammu.
- e) Principal of the College - Member Secretary

6.6.2 Meetings:

The Planning and Evaluation Committee shall meet at least once a year but may meet as often as is necessary on the proposal made by the Principal of the College.

6.6.3 Functions and powers of the Planning and Evaluation Committee:

- (a) The Planning and Evaluation Committee shall plan for the development of the College to provide for the standards of teaching and discipline in the college and render advice to the College, the Governing Body and the Academic Council accordingly.
- (b) To advise ways and means to implement different programmes and to advise on general welfare in regard to staff and students.
- (c) To advise the Governing Body and Academic Council and other authorities of the Autonomous College for general improvement in the working of the College.

7 OTHER COMMITTEES:

The college MUST have other committees, such as the Grievance Redressal/Appeal Committee, Examination Committee, Admission Committee, Library Committee, Students Welfare Committee, Extra-Curricular Activities Committee, Academic Audit Committee, Anti-Ragging Committee, Hostel Committee, IQAC and a committee to look into the complaints pertaining to sexual harassment (CASH) etc., for maintaining over-all discipline and performance of the college.

8. EXAMINATION CELL & SYSTEM:

- 8.1 An Autonomous College shall have an Examination Cell headed by Controller of Examinations who shall be a permanent faculty nominated by the Principal on the basis of potential of the person. The Principal of the College shall be the Chief Controller of Examinations. The Examination Cell shall be housed in a separate building/block to maintain confidentiality of examination systems and entry to the Examination Cell shall be restricted only to the persons performing the examination duties.
- 8.2 The Controller of Examinations shall create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers/Assistant Controllers, etc., keeping in view the quantum of work in the Examination Cell. The teachers working in the College shall be nominated in the Examination Cell for a tenure of **three** years. They shall continue doing their teaching work as scheduled by the College.
- 8.3 There shall be a team of Office Assistants, Computer Programmers, Computer Assistant and other helpers in the Examination Cell.
- 8.4 Examination Cell shall have appropriate arrangement for printing of question papers and other relevant confidential material.
- 8.5 There shall be continuous, comprehensive evaluation of students through internal and external examination at the end of a semester.
- 8.6 All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.

9. MONITORING/EVALUATION OF AUTONOMOUS COLLEGE:

The right of autonomy may not be conferred once for all. It has to be continuously earned by the college. The status of autonomy will be granted initially for a period of six years.

- 9.1 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 made annually. UGC may conduct review of autonomous status at any time, as it deems fit. However, there will be an external evaluation during the sixth year, which will

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determine the continuance or revocation of autonomous status.

A Review Committee constituted by the Chairman, UGC with a few experts may visit the colleges to review the working of the autonomous colleges as under:-

- (i) Three experts out of which one shall be the Chairman.
- (ii) One nominee of the Vice-Chancellor
- (iii) One nominee of the State Govt.
- (iii) UGC Officer (Member Secretary).

The Committee shall determine the continuance or revocation of autonomous status of the College.

9.2 An Assessment Committee constituted by the Vice-Chancellor of the affiliated University shall consist:-

- (i) Two Deans and two experts to be nominated by the Vice-Chancellor. The senior most among them shall be the Chairman.
- (ii) Director, DIQA.
- (iii) One Senior most functionary of the Examination wing
- (iv) One Senior most functionary of the Finance wing.
- (v) One officer from College Development Council shall act as Member Secretary.

The Committee shall assess the working of the autonomous college at the end of two years as deemed appropriate and shall submit its concrete recommendation to the Competent Authority.

9.3 NAAC accreditation at regular intervals with a minimum 'B' Grade.

10. TENURE OF AUTONOMY:

10.1 Autonomous status shall be granted initially for a period of six years subject to the condition that thirty days before commencement of each academic year the College/Institution shall remit to the University the prescribed Annual fee.

10.2 In the event of availability of evidence confirming decline in standards in an autonomous college based either on the report of the assessment Committee or any other Committee constituted by the Vice-Chancellor for the purpose. The University shall have the right to review all

new courses of an autonomous college. Where there is evidence of decline in standards or quality, the University may, after careful scrutiny, and in consultation with the UGC, either help modify them, wherever possible, or cancel such courses. It shall be open to the University to revoke the autonomous status of that College after careful scrutiny. In such cases the students already admitted under the autonomous scheme would be allowed to complete the course under autonomous status in such a manner as may be decided by the University.

- 10.3 In the event of delay in the renewal of autonomy, the College shall continue to enjoy autonomy unless the University by a special order withholds such continuation.
- 10.4 Such colleges who have successfully completed three spells of autonomous status, shall be eligible to apply for conferment of permanent autonomous status which shall be considered by the University Council on the recommendations of the Syndicate, concurrence of the State Government and the UGC, on such terms and conditions as may be deemed appropriate.

11. RIGHTS AND PRIVILEGES OF COLLEGE/INSTITUTION WHICH HAS BEEN GRANTED AUTONOMY

- 11.1 The College/Institution shall have the autonomy in respect of the following matters, namely:
- a) Prescribing syllabus/syllabi and course/courses of study, providing new courses and subjects of study.
 - b) Arranging for instruction to students.
 - c) Devising methods of evaluation, examination and tests leading to award of Degrees by the University.
 - d) Admission of students to courses of study provided that student who does not have minimum standard of eligibility prescribed for that course shall not be admitted to the College/ Institution.

Provided further that the intake of students shall be strictly in conformity with the infrastructure, teaching and non-teaching staff available in the College and, in the event of any violation, the University apart from initiating measures to revoke the autonomy granted, may also initiate such action against the erring College / Institution, which the laws in force may permit including disaffiliation.

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11.2 The autonomous College/ Institution shall be entitled to frame its rules, bye-laws and regulations which shall not be inconsistent with the Act, Statutes, Regulations of the University, as well as the orders of the Government issued from time to time and the regulations/scheme of the UGC and the regulatory/statutory bodies, if any

12. PROCEDURE TO INTRODUCE A NEW COURSE BY AUTONOMOUS COLLEGE

12.1 An autonomous College/ Institution, if it so desires, with the concurrence of the State Government, may start Diploma (undergraduate and post graduate) and Certificate Courses. The Diplomas and Certificates shall, however be issued under the seal of the College/ Institutions.

12.2 An autonomous college, with the concurrence of the State Government, is free to start a new degree or postgraduate course with the approval of the Academic Council of the College. Such courses shall fulfill the minimum standards prescribed by the University/UGC in terms of number of hours, curriculum content and standards, and the university shall be duly informed of such courses

Provided that the college has adequate infrastructure and faculty as per UGC/University norms.

Provided further that in case an autonomous college introduces a post-graduate course, it should have separate physical infrastructure, class rooms, library and computer lab for P.G. Course/s and separate permanent faculty consisting of the following for each course/programme:

- | | | | |
|-------|----------------------|---|------|
| (i) | Professor | - | one |
| (ii) | Associate Professor | - | two |
| (iii) | Assistant Professors | - | four |

12.3 The concerned department of the college should conceive the idea of introducing new course and it should be well discussed in the Board of Studies of that subject. The Board of Studies will formulate the idea into a proposal with all necessary details such as objectives, eligibility, course content and fee structure. Such proposal will be forwarded to the Academic Council. The proposal will be in the shape of an ordinance.

The Academic Council will discuss such proposal in its meeting and shall approve the proposal. In case the Council finds the proposal inappropriate, it has the right to send back the proposal to the Board of Studies for revision/modification or may reject the proposal giving suitable reasons. The proposal can be resubmitted to the

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Academic Council for reconsideration after the necessary modifications are made.

The proposals approved by the Academic Council will ultimately be submitted to the Governing Body of the College for final approval and for permission to execute the proposal.

Autonomous college shall send all proposal approved by the Governing Body of the college to the University for information. University may ask clarification regarding the issues in the proposal from the college. The college is bound to give such clarification with an understanding that the University shall accept the students for award of degree under such newly proposed courses.

- 12.4 Any new subject to be started by an autonomous college if covered under autonomous scheme, the college need not apply for affiliation. However, if an autonomous college starts a new degree or postgraduate course, it has necessarily to seek the permission of the State Government and affiliation from the University besides the approval of the appropriate statutory/regulatory body governing the said degree or post-graduate course.

13. OBLIGATIONS OF AUTONOMOUS COLLEGES:

- 13.1 All proposals approved by the Governing Body of the College shall be sent to the Director, College Development Council, University of Jammu, for information.
- 13.2 It shall be obligatory on the part of autonomous college to pay prescribed annual fees within the specified time. The University shall be within its rights to charge penal fee for late payment
- 13.3 It shall furnish forthwith all information, returns, lists, data, etc., as may be sought by the University, University Grants Commission, State Government and other statutory/regulatory bodies.
- 13.4 A new course should be introduced after due preparation and approval of concerned statutory body.
- 13.5 Preserve all records pertaining to admission, registration, examination of students, etc., permanently, both in hard and soft form.
- 13.6 Preserve the question papers, answer scripts and internal assessment record for a period of three years and submit the same to the University if demanded on the basis of

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complaint or otherwise, so as to see the mode and manner of evaluation.

- 13.7 It shall appoint/designate a faculty member to act as PIO to provide information to information seekers under the provisions of the Right to Information Act. The Principal of the College shall be the 1st Appellate Authority.

14. OBLIGATION OF STATE GOVERNMENT:

The State Government shall assist the autonomous colleges by –

- 14.1 Avoiding, as far as possible, transfer of teachers, especially in Colleges where academic innovation and reforms are in progress, except for need based transfers.
- 14.2 Conveying its concurrence for the extension of autonomy of any college within the stipulated time of 90 days after receipt of the Review Committee report, failing which it shall be construed that the State Government has no objections to the College continuing to be autonomous.
- 14.3 Deputing nominees on time to various bodies wherever their nominees are to be included.
- 14.4 Making adequate budgetary provisions for Government Autonomous College so that college is able to perform its functions smoothly.

15. AWARD OF DEGREES THROUGH PARENT UNIVERSITIES

The parent university alone reserves the right to award the Degrees to students evaluated and recommended by autonomous colleges/institutions. The University shall devise the format for the Degree Certificate. However, the name of the College/Institution shall be mentioned in the Degree Certificate.

The degree shall be signed by the Controller of Examinations of the College, Principal of the College and Controller of Examinations of the University. It shall be the responsibility of the Principal to ensure that all entries made in the degree are true and correct.

16 WITHDRAWAL OF AUTONOMY:

The University reserves its right to revoke the autonomous Status. The University Council by a resolution, after considering report of the Assessment Committee, after giving due notice to the management of the Autonomous College/Institution of its intention to revoke autonomy and after taking into consideration

representation if any, made by the College/Institution which has failed to achieve the objectives underlying the grant of autonomy, recommend to the University Council revocation of autonomous status conferred on a College/Institution whereafter the University Council by a resolution direct revocation of autonomous status of the college.

Provided that if affiliation granted to the College/Institution is withdrawn or college is disaffiliated by the University for any reason whatsoever, then the autonomy granted to the College/Institution shall stand withdrawn and revoked automatically. In such cases, the students already admitted under the autonomous scheme would be allowed to complete the course under autonomous status in such manner as may be decided by the University.

17. PERIODICAL REPORTS AND STATEMENTS:

The College/Institution granted autonomous status shall submit to the Director, Colleges Development Council, at the end of each academic year, the following in such format as may be prescribed by the University from time to time.

- a. Number of students enrolled and marks secured by the students in the qualifying examination.
- b. Number of students belonging to SC, ST and other backward, general classes, rural/urban, male/female/transgender that have been granted admission by the College.
- c. Full particulars regarding the members of the Governing Body, Academic Council, Board of Studies and Board of Examiners.
- d. Full particulars about the Teaching Staff, their qualification, research experience/ publications, emoluments and nature of work assigned to them.
- e. Full particulars of curricular, extra-curricular and co-curricular activities undertaken during the academic year.
- f. Such other reports as may be prescribed or required by the University/UGC/Government from time to time.

18. FEE, ETC. TO BE PAID TO THE UNIVERSITY:

The fee, as may be prescribed from time to time, shall be payable by the Autonomous Colleges to the University:

18.1 Application fee (non-refundable)

18.2 Processing fee (non-refundable)

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Dr. J. K. S.

Dr. J. K. S.

Dr. J. K. S.

Dr. J. K. S.

18.3 Annual fee

18.4 Fee for renewal of autonomy status

18.5 Fee for grant of permanent autonomy

18.6 Privilege fee – every college admitted to the privilege of 'autonomous status' by the University shall be required to pay the prescribed fee to the University per student per year at the time of admission in odd semesters besides corpus fund as prescribed under the relevant statutes of the University.

[Note – Application fee, processing fee, annual fee and privilege fee shall be paid in the form of demand drafts drawn in favour of the Director, College Development Council whereas corpus fund shall be paid by way of demand draft drawn in favour of the Registrar, University of Jammu]

19. MISCELLANEOUS:

19.1 Notwithstanding the conferment of autonomous status, an autonomous College shall be governed by the provisions of the Act, Statutes, Ordinance and Regulations framed by the University from time to time.

Provided further that the application/s received by the University from the applicant-college/s for conferment of autonomous status prior to the coming into force of these statutes, shall be deemed to have been made in accordance with these statutes and shall be processed by the University for conferment of autonomous status subject to fulfillment of these statutes by the applicant-colleges.

19.2 Notwithstanding any of the provisions in these Statutes, the University shall continue to exercise its general powers of supervision over the autonomous College(s)/ Institution(s) and may issue such general or special instructions as are necessary for the promotion of academic standards which shall be binding on the autonomous College(s)/Institution(s).

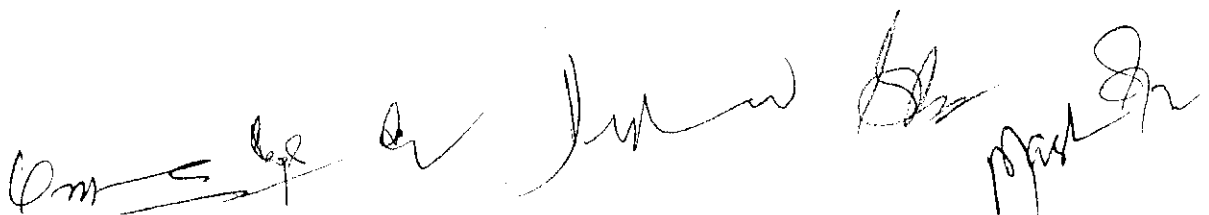
19.3 University can at any time substitute, alter, amend, add, or omit any of the provisions contained in these Statutes and can review the Annexure to the Statutes from time to time for promoting the objectives underlying the Statutes as per the provisions of the Act.

19.4 The T.A. & D.A. of a nominee of the University or the State Government or UGC attending a meeting of any Committee/body constituted for or by the College shall be

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paid by the College at the rates admissible to a member of the authorities of the University.

- 19.5 The autonomous colleges shall also adhere to the guidelines prescribed by the Statutory/Regulatory authorities from time to time so that the degrees awarded by the University are honoured globally.
- 19.6 Every College on whom autonomous status is conferred, shall publish an admission brochure containing detailed information for the students/stakeholders mentioning inter alia, academic calendar, combination of subject, syllabi of courses, admission procedure, fee structure, admission fee, examination fee, tuition fee, registration fee, hostel fee, mess fee, etc. No fee other than the one prescribed in the brochure shall be charged from the students. The admission brochure also contains the dates of commencement of various activities, admission dates, examination dates. No admission shall be made under any circumstances after the last prescribed cut off date of admission. No extra charges/fee shall be made for the cost of brochure
- 19.7 The University reserves its right to direct reframing of syllabus by the Colleges in conformity with the standards set forth by the University/UGC/statutory authorities. The University has also power to scrutinize the evaluated answer scripts and/or assignments to see that students are not unreasonably deprived of any benefit or conferred any undue benefit. The college shall maintain proper record of marks awarded to the students in internal/external examinations.
- 19.8 In case of any doubt with regard to the applicability or interpretation of these statutes, the interpretation accorded by the Vice-Chancellor shall be final and binding.
- 19.9 Any other matter not specifically detailed hereinabove, shall be dealt by the University in exercise of its executive authority.



ANNEXURE A:**APPLICATION FOR GRANT OF AUTONOMOUS STATUS**

(to be filled in by the College/Institution and sent to the University)

PART I: BASIC INFORMATION:

1. Name of the College.
2. Year in which the College was established and temporarily affiliated to the University.
3. Year of grant of permanent affiliation and accreditation by the NAAC (Documents in support to be filed).
4. Name of management: whether private or government (if private, the nature of management whether a Trust or a Society to be specially mentioned and supported by relevant documents).
5. Courses offered in the College (Under Graduate and Post Graduate).
6. No. of students enrolled during the three academic years preceding the date of application (Under Graduate and Post Graduate enrolment should be separately mentioned).
7. Faculty strength category/subject wise (full particulars giving name, qualification, date of birth, nature of appointment, etc.).
8. Strength of non-teaching staff including Library Staff (full particulars giving name, qualification, date of birth, nature of appointment, etc.).
9. Results of the students during the five years preceding the date of application (separate statement for under graduate and post graduate students, indicating the division obtained and pass percentage).
10. No. of M.Phil.s. and Ph.D.s, if any, produced by the College Faculty during past five years.
11. No. of Journals to which subscriptions are made by the College (full Particulars to be given).
12. No. of books in the Library for each subject.
13. Particulars of the equipment available in the College (list of only such equipment where the cost is more than Rs. 25,000.00 per item need to be recorded.).

14. In case of Non-Government College/Institution, please specify.
- (i) The land owned and possessed by the College/Institution.
 - (ii) Details of endowment fund.
 - (iii) Details of constructed area, instructional area, administrative area, library, laboratories, examination halls, hostels, etc.
 - (iv) Safety and security arrangement, etc.

PART – II

1. Structure of management.
2. Number of Committees and their functions.
3. Mode of selection of the teaching staff.
4. Mode in admission of students to the College.
5. Accommodation available in the College.
6. Involvement of teaching and non-teaching staff in the management of the College.
 - i) Copy of the proposed syllabus of the course for which autonomy is sought (each time when syllabus is changed, such change may be intimated to the University forthwith).
 - ii) Particulars of proposed fee to be charged for each course as well as various concessions, scholarships offered to the students each year.
 - iii) Copies of the proposed regulations, rules, bye-laws.

PART – III

In the event of the college being granted autonomy, what shall be the contribution of the College in:

1. Providing additional finance.
2. Providing additional accommodation.
3. Providing physical amenities like Library and for extra curricular activities.
4. Providing additional teaching and non-teaching staff.

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J. K. S.

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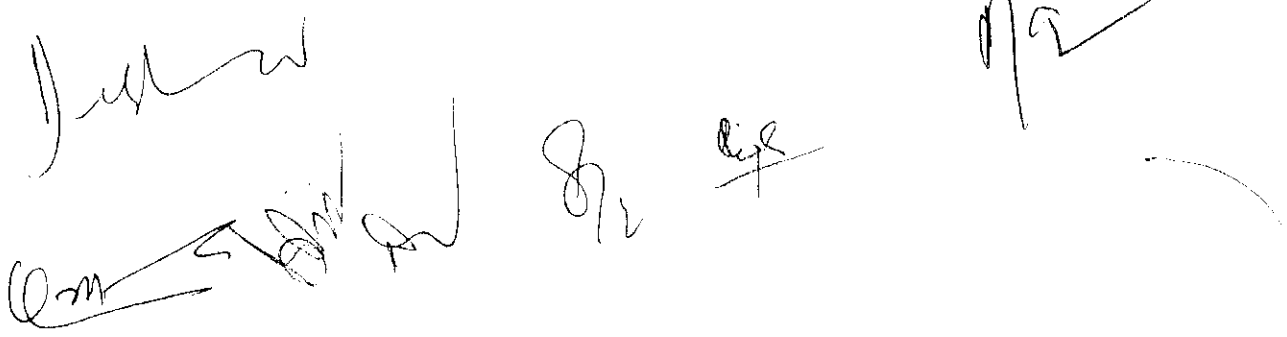
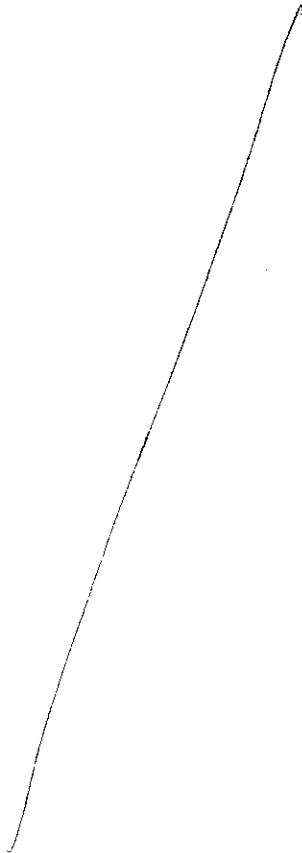
PART - IV

1. Course of study for which autonomy is sought.
2. Particulars of the present faculty members of the aforesaid course.
3. Present financial commitment for the aforesaid courses.
4. Present method of admission to the aforesaid courses.

PART - V**DECLARATION**

I, on the authority given to me by the Governing Body of the College, hereby certify that the information furnished above is true and correct to the best of my knowledge and belief.

SIGNATURE OF PRINCIPAL OF THE COLLEGE



14. In case of Non-Government College/Institution, please specify.
- (i) The land owned and possessed by the College/Institution.
 - (ii) Details of endowment fund.
 - (iii) Details of constructed area, instructional area, administrative area, library, laboratories, examination halls, hostels, etc.
 - (iv) Safety and security arrangement, etc.

PART – II

1. Structure of management.
2. Number of Committees and their functions.
3. Mode of selection of the teaching staff.
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 - ii) Particulars of proposed fee to be charged for each course as well as various concessions, scholarships offered to the students each year.
 - iii) Copies of the proposed regulations, rules, bye-laws.

PART – III

In the event of the college being granted autonomy, what shall be the contribution of the College in:

1. Providing additional finance.
2. Providing additional accommodation.
3. Providing physical amenities like Library and for extra curricular activities.
4. Providing additional teaching and non-teaching staff.

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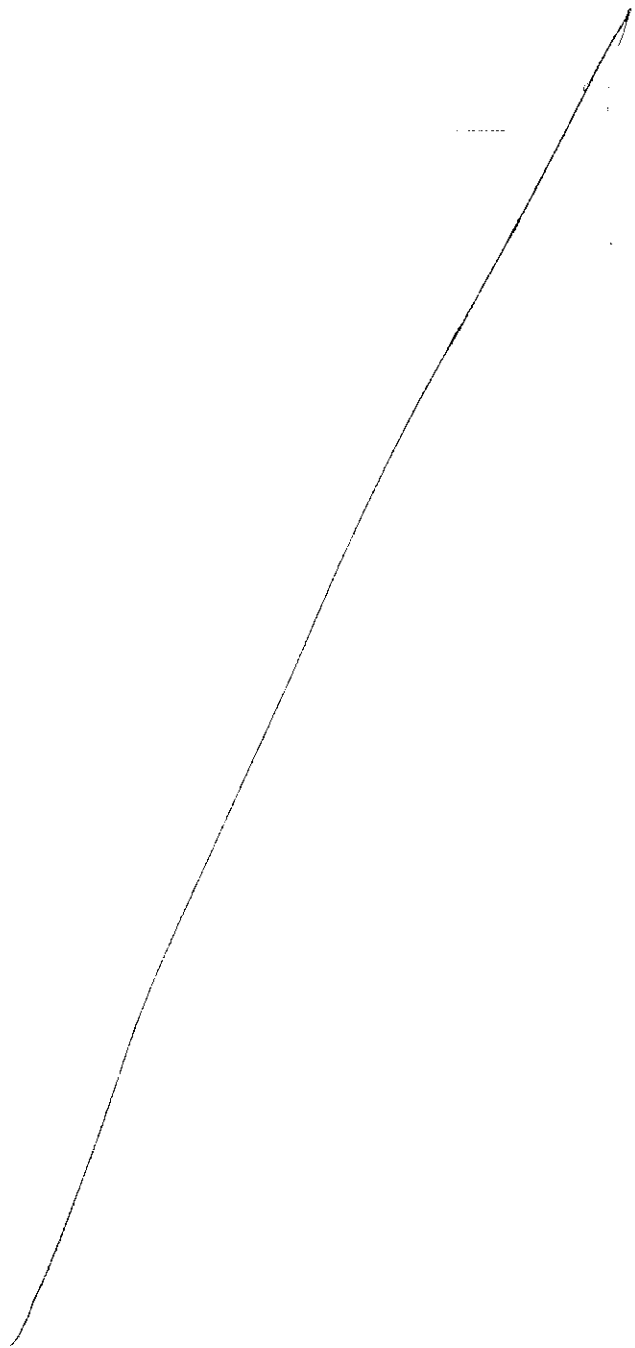
ANNEXURE B**REPORT OF THE EXPERT COMMITTEE FOR GRANT OF AUTONOMOUS STATUS TO A COLLEGE.****PART I: BASIC INFORMATION:**

1. Name of the College.
2. Year in which the College was established and affiliated to the University and accredited by the NAAC (Documents in support to be obtained from the college and annexed with the report).
3. Name of management: whether private or government (if private, the nature of management whether a Trust or a Society to be specially mentioned and supported by relevant documents).
4. Courses offered in the College (Under Graduate and Post Graduate).
5. No. of students enrolled during the three academic years preceding the date of application (Under Graduate and Post Graduate enrolment should be separately mentioned).
6. Faculty strength category wise (full particulars giving name, qualification and other particulars of faculty members to be furnished).
7. Strength of non-teaching staff including Library Staff.
8. Results of the students sent for University Examinations during the five years proceeding the date of application (separate statement for under graduate and post graduate students, indicating the division obtained and percentage of the pass to be recorded.).
9. No. of Journals to which subscriptions are made by the College (full Particulars to be given).
10. No. of books in the Library.
11. Particulars of the equipment available in the College (list of only such equipment where the cost is more than Rs. 25,000.00 per item need to be recorded.).

PART II: Any other information as may be deemed appropriate by the Expert Committee for the consideration of the University authorities:

PART III. Recommendation of the Expert Committee:

Note: General guidelines given by the UGC be taken into consideration for submitting the report. In case the Expert Committee does not recommend the conferment of autonomous status, the shortcoming/deficiencies pointed out by the Expert Committee shall be communicated to the applicant-College by the Director, College Development Council, with the approval of the Vice-Chancellor.



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ANNEXURE C:

LETTER GRANTING AUTONOMOUS STATUS TO A COLLEGE**The Principal**

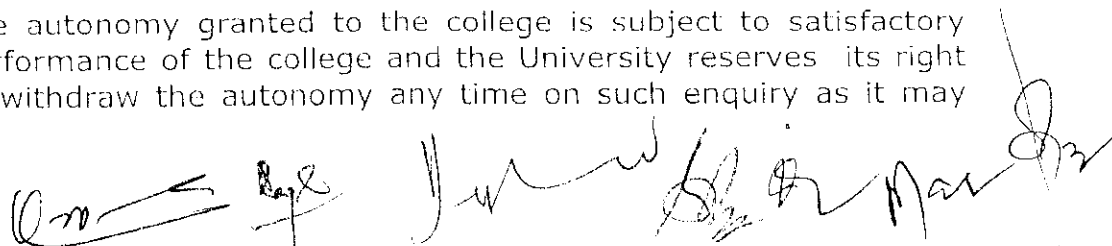
Sub: Grant of autonomous status to the College

Ref: University Council Resolution No. _____ passed in its
_____ meeting held on _____.

Sir/Madam,

I am directed to inform you that the University Council at its meeting held on _____ has been pleased to consider and resolved to grant autonomous status to the College in the following course of subjects and studies Viz., _____ subject to the terms and conditions mentioned hereinunder and as imposed from time to time by the University Council.

- i) Autonomous status is conferred for a period of six years commencing from the academic year _____ subject to the satisfactory report and compliance with the provisions of the Act, Statutes, Regulations of the University and subject to its review every year.
- ii) College shall offer instructions in the aforesaid courses and shall have autonomy in the matter of framing syllabus, course contents, arranging for instructions to students, devising method of examination and evaluation, admission of the students to the aforesaid course and recommend the students to the University for award of degrees. College shall frame rules and regulations not inconsistent with the Kashmir and Jammu Universities Act, Statutes and Regulations framed thereunder with the object of securing the objectives of granting autonomous status. The College shall abide by special and general directions issued by the University from time to time. The degrees shall be conferred on the successful candidates under the signatures of the Controller of Examinations of the College, Principal of the Autonomous College and the Controller of Examinations of the University of Jammu and the name of the autonomous College shall be indicated in the Degrees. The Autonomous status is conferred and granted subject to the acceptance of the conditions aforesaid and the provisions of the Act, Statutes, Regulations and Ordinances.
- iii) The autonomy granted to the college is subject to satisfactory performance of the college and the University reserves its right to withdraw the autonomy any time on such enquiry as it may



deem appropriate or on such circumstances which the University may consider to be prejudicial to the interest of promotion of higher education in the State.

**Registrar
University of Jammu**

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