



RAJASTHAN TECHNICAL UNIVERSITY

No.: RTU/F(2)37/2022/6333-40

Date: 11.03.2022
15.

NOTIFICATION

As per resolution of 34th Academic Council vide agenda 34.5 and subsequent approval of 40th Board of Management, the Regulations for the Grant of Autonomous College Status have been approved from academic year 2022-23.

C.C.to:

1. PS to HVC
2. Dean, FOEA/FOMS/FOAS/FOCA
3. Principal/Director- All RTU Affiliated Colleges
4. Webmaster – To upload the Regulation on website
5. Guard File


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Rajasthan Technical University, Kota

University Regulation for grant
of
Autonomous College Status



2/2

R-1. Short Title

- (i) This regulation may be called the University Regulation for grant of Autonomous College Status.
- (ii) These shall come into force from with effect from the date of adoption by the Board of Management (BOM).

R-2. Definition:

"AC" means Academic council.

"AICTE" means All India Council for Technical Education, New Delhi.

"BOM" means Board of Management.

"COA" means Council of Architecture.

"EOA" means Extension of Approval.

"Govt." means State Government, Rajasthan.

"NBA" means National Board of Accreditation.

"RTU" means Rajasthan Technical University, Kota.

"University" means Rajasthan Technical University, Kota.

"Autonomous College" means a Teaching Department of the University, Constituent College, or College affiliated to the University registered under 2(f) of UGC list, declared as such by the board of management (BOM) of the University with the concurrence of the state government on the recommendation of UGC.

"IQAC" means Internal Quality Assurance cell.

"NAAC" means National Assessment and Accreditation Council.

"UGC" means University Grants Commission.

"NOC" means No Objection Certificate.

R-3. Objectives:

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

- (i) Determine and prescribe its own courses of study and syllabi, and redesign the courses to suit the local needs, make those courses skill oriented and compatible with job requirements;
- (ii) Prescribe rules of admission in accordance with the reservation policy of the state government,
- (iii) Promote research in relevant areas and fields,

- (iv) Evolve methods of assessment, student performance, conduct of examination and notification of results; issue marksheets and other certificates.
- (v) Use modern tools as aids of educational teaching to achieve quality and creativity in Technical and Higher Education:
- (vi) Promote community services, extension activities, projects for the benefit of the society at the large extent.
- (vii) Fix fees of the courses at their own level.

R-4. Role of parent university and state government for autonomous colleges:

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

4.1 Role of parent university:

- (i) The university would encourage the colleges of good standing under their jurisdiction to apply for autonomous status under the scheme of UGC for autonomy grant.
- (ii) To augment innovative academic programmes
- (iii) To promote new courses of study, subject to nomenclature, the required minimum number of hour's instruction, content and standards provided by the UGC regulations from time to time.
- (iv) Nominate eminent academician of the parent university in various committees of the autonomous colleges for giving inputs for the quality improvement of education of the college.
- (v) Forward the application of the college for autonomy to UGC within specified time frame. The university will nominate an academician as a nominee in the UGC Expert Committee at the time of fresh application and extension of autonomous status to a college within 30 days of the request.
- (vi) The parent university will issue a notification within 30 days of receipt of the approval letter from UGC for conferment of autonomous status.
- (vii) The parent university will award degrees on behalf of the autonomous colleges after the students have been evaluated and recommended by the autonomous colleges provided the nomenclature of the degree is in consonance with UGC notification on specification of Degrees-2014 and as amended from time to time.
- (viii) The degree shall be awarded by the university with the name of the college on the degree certificate.
- (ix) The university, on receipt of the report or otherwise is satisfied that an autonomous college is contravening the provision of the autonomous scheme, shall issue notice requiring the autonomous college to show cause within 20 days as to why the conferment of autonomous status is not withdrawn. After receiving the reply it may order an inquiry and if the contravention is proved in the inquiry report it may slap the penalty as decided by the BOM or even decide to withdraw autonomous status of the concerned college with the prior approval of the state government.



4.2 Role of state government:

- (i) The state government will nominate an academician as a nominee in the UGC Expert Committee at the time of fresh application and extension of autonomous status to a college. If the state government does not provide a nominee within 30 days UGC may proceed with the visit to evaluate the college.
- (ii) The state government will nominate an academician in the Governing Body and other bodies of the autonomous colleges.
- (iii) The permission of the state government for opening new courses will not be required if the courses are approved by the statutory bodies of autonomous college, regulatory authorities and university. However, the college must inform to the government and university at least 90 days prior to opening of such courses or beginning of the new academic session.
- (iv) The state government will continue to provide the same funds to government/ aided colleges as they have been providing before the conferment of autonomous status.

R-5. Scope:

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

R-6. Eligibility:

- (i) All colleges under section 2(f) of the UGC Act whether government, aided, partially aided and self financing are eligible to apply.
- (ii) The colleges must have completed minimum 10 years of successful running.
- (iii) The colleges must be accredited by either NAAC with minimum 'A' Grade or by NBA for at least three programme(s) with a minimum score of 675 individually for being considered for fresh application/extension of autonomous status.

R-7. Criteria for granting autonomy to colleges:

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

R-8. Procedure

8.1 College may apply in the prescribed format throughout the year and the university would forward the same within 30 days of the receipt of the proposal. If the proposal is rejected by the university the decision shall be communicated to the concerned college and UGC through a speaking order.

8.2. The college will forward an advance copy of the proposal to the UGC, indicating the date of receipt of the proposal by the university for record of UGC.

8.3 Required document with the application:

- (i) Academic plan of the courses.
- (ii) Student admission policy and plan.
- (iii) A networking plan regarding teaching, research and partnership.
- (iv) Infrastructure development plan.
- (v) Financing plan
- (vi) Any other as prescribed or amended by UGC time to time

R-9. Privileges of autonomous colleges:

The Constitute their own Governing Body, Academic Council, Finance Committee, Planning Evaluation Committee and Board of Studies to formulate new courses within the nomenclature specified by UGC as per the specification of **Degrees 2014** and amended from time to time.

Composition: The following statutory bodies in the autonomous colleges:

- (a) Governing Body*
- (b) Academic Council
- (e) Board of Studies
- (d) Finance Committee

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

The autonomous College will, in addition, have other non statutory committees such as Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.



(a) Governing Body

Composition and functions of evening Body of Autonomous College:

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

SN	Number	Category	Nature
1	5 Member	Management	Trust or Management as per the constitution or byelaws, with the chairman or president/director as the chairperson. Members be nominated by chairman.
2	2 Members	Teachers of the college	Nominated by the Principal based on Seniority by rotation
3	1 Member	Educationist or Industrialist	Nominated by the Management
4	1 Member	UGC Nominee	Nominated by UGC
5	1 Member	State Government Nominee	Academician not below the rank of Professor or State Government Official of Directorate of Niger Education/State Council of Higher Education
6	1 Member	University Nominee	Nominated by the University
7	1 Member	Principal of College	Ex-office

B. Constitution of Governing Body of Constituent Colleges:

SN	Number	Category	Nature
1	3 Members, one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the State Government, persons of proven academic interest with at least PG level qualification
2	2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation
3	1 Member	Educationist or Industrialist	Nominated by the Principal for two years
4	1 Member	UGC Nominee	Nominated by UGC
5	1 Member	State Government Nominee	Nominated by the State Government
6	1 Member	University Professor	Nominated by the University
7	1 Member	Principal of College	Ex-office



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

SN	Number	Category	Nature
1	3 Members, one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the University
2	2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation
3	1 Member	State Government Nominee	Nominated by the State Government
4	1 Member	University Professor	Nominated by the University
5	1 Member	UGC Nominee	Nominated by UGC
6	1 Member	Principal of College/Dean	Ex-office

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

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

Functions:

The Governing Body shall have powers to:

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

- (xiii) Institute committees as may be necessary for the proper development and fulfilment of the objectives for which the college has been declared autonomous.
- (xiv) The decision of the Academic Council constituted under the preceding statute on academic matter shall generally be implemented by the Managing Body of the college on which there shall be representative of the university.

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

(b) Academic Council

Composition and functions of Academic Council of Autonomous Colleges:

COMPOSITION OF ACADEMIC COUNCIL:

1. The Principal (Chairman)
2. All the Heads of Departments in the College
3. Four teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four Experts/Academicians from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the University not less than Professor.
6. A faculty member nominated by the Principal (Member Secretary)

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

Meeting: The Academic Council will meet at least twice a year.

Functions of the Academic Council:

Without prejudice to the generality of functions mentioned the Academic Council powers

- (i) Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc, provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (ii) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (iii) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (iv) Recommend to the Governing Body proposals for the institution of new programmes of study.



- (v) Recommend to the Governing Body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (vi) Advise the Governing Body on matters pertaining to academic affairs.
- (vii) Perform such other functions as may be assigned by the Governing Body

(c) Board of Studies:

Composition of the Board of Studies and its functions in an Autonomous College:

COMPOSITION OF BOARD OF STUDIES:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialisation.
3. Two subject experts from outside the parent university to be nominated by the Academic Council.
4. One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal.

The chairman, Board of Studies, may with the approval of the principal of the college. co-opt:

- (i) Experts from outside the college whenever special courses of studies are to be formulated.
- (ii) Other members of staff of the same faculty.

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

Meetings: The Board of Studies will meet at least twice a year.

Functions:

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

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

(d) Finance Committee:

Composition of the Finance Committee and its functions in an Autonomous College:

Composition of Finance Committee:

1. The Principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. Finance Officer of the affiliating University
4. One senior-most teacher of the college to be nominated in rotation by the principal for two years.

Term: Term of the Finance Committee will be two years.

Meetings: The Finance Committee will meet at least twice a year.

Functions of the Finance Committee:

The Finance Committee will be an advisory body to the Governing Body, to consider:

- budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- audited accounts for the above.

R-10. General matters for new courses:

- (i) An autonomous college is free to start new branch in existing UG and PG without prior approval of the university and shall issue certificates under the seal of the college.
- (ii) An autonomous college is free to start a new Degree or Postgraduate course with the approval of the Academic Council of the college and concerned statutory councils wherever required, provided the nomenclature of the degree is in consonance with UGC notification on specification of Degrees-2014 and as amended from time to time. However, an autonomous college must submit the proposal to university at-least six months before starting of the new courses.
- (iii) The decision of Academic Council of autonomous college for starting of new courses will not be subject to any further ratification by the Academic council of the university or any other Statutory bodies.

R-11. Examination Cell:

- (i) Autonomous college shall have an examination cell.
- (ii) The Principal/Director of College/Institute shall be Chief Controller of examination.
- (iii) Examination Cell headed by Controller of Examination.



- (iv) The Controller of Examination will be assisted by Deputy and Assistant Controller of Examination.
- (v) The Examination Cell will have office staff as Programmer, Assistant Programmer, Data Entry Operator, Office Assistants and Peon.

R-12. Mandatory disclosure by autonomous college:

- (i) The autonomous college will, without fail, upload on its website information regarding the course offered by it, the fees for the courses, the details of the faculty along with qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the college. All UGC directives shall be strictly followed.
- (ii) The college will also put on its website the creation of various committees/cells as mandate in the various UGC regulations notified from time to time.
- (iii) The college will put an undertaking on its website that it will abide by the regulations of UGC notified from time to time.

R-13. Few general issues:

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

Or


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

- (iv) A processing fees, as decided by the university shall be charged from the colleges by the university for the processing of the application for the autonomous status. However, government colleges registered under 2(f) and 12(b) will be exempted from it.

R-14. Submission of application/information:

The college will use the templates (Annexure-I to VII), as given in the UGC GUIDELINES FOR AUTONOMOUS COLLEGES 2018 and amended from time to time, at the time of fresh application and extension of autonomous status to a college.

R-15. If there is any disagreement between these regulations and UGC guidelines/regulations for autonomous colleges 2018, or any dispute on any matter and interpretation of these regulations, the decision of the Vice Chancellor shall be final and binding.

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