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INDIA

Revised Guidelines on the Scheme of Autonomous Colleges

1998



University Grants Commission
Bahadurshah Zafar Marg
New Delhi-110 002

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Scheme of Autonomous Colleges
(1998)**



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New Delhi-110 002.**

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REVISED GUIDELINES ON THE SCHEME OF AUTONOMOUS COLLEGES (1998)

1. NEED FOR AUTONOMY

The affiliating system of colleges was originally designed when their number in a University was small. The University could then effectively oversee the working of the colleges, act as an examining body and award degrees on their behalf. The system has now become unwieldy and it has become very difficult for a university to attend to the varied needs of individual colleges. The colleges do not have the freedom to modernize their curricula or make them locally relevant. They cannot differ from their parent University through their own methods of teaching and assessment of student work. The prescriptivism of the university and its common system governing all colleges alike, irrespective of their characteristic strengths, weaknesses and locations have affected the academic development of colleges. Colleges which have the potential for offering programmes of a higher standard do not have the freedom to offer them. The 1964-66 Education Commission pointed out that the exercise of academic freedom by teachers is a crucial requirement to the development of the intellectual climate of our country. Unless such a climate prevails, it is difficult to achieve excellence in our higher education system. As students, teachers and management are co-partners in raising the quality of higher education, this Education Commission recommended college autonomy. College autonomy, in essence, is the potential for promoting academic advancement. An autonomous college will have the freedom to devise its curriculum, evolve more effective methods of teaching and learning, revise rules of admission to suit its aims, conduct its own programme of assessment and examination and to undertake other specific programmes in order to achieve academic excellence. These were rightly highlighted by the authors of the National Policy on Education (1986-1992).

2. OBJECTIVES OF AUTONOMY

An autonomous college will have freedom to:

- determine and prescribe its own courses of study and syllabi;
- prescribe rules for admission in consonance with the reservation policy of the State Government;
- evolve methods of assessment of student work, the conduct of examinations, and notification of results;
- use modern tools of educational technology to achieve higher standards and greater creativity.

3. RELATIONSHIP WITH THE PARENT UNIVERSITY, THE STATE GOVERNMENT AND OTHER EDUCATIONAL INSTITUTIONS

Autonomous colleges are free to make use of the expertise of University Departments and other institutions to frame their curricula, devise methods of teaching, examination and evaluation. They can recruit their teachers according to the existing procedures (for private and Government colleges).

The parent University will accept the methodologies of teaching, examination, evaluation and the course curriculum of its autonomous colleges. It will also help the college to develop their academic programmes, improve the faculty and to provide necessary guidance by participating in the deliberations of the different bodies of the college.

The parent university will promote academic freedom in autonomous colleges by

- a) extending the freedom to colleges to introduce innovative academic programmes;
- b) facilitating offering of new courses of study subject to the required minimum number of hours of instruction, content and standards;
- c) not requiring heavy payments towards endowments for the introduction of new courses of study;
- d) permitting them to issue their own Provisional, Migration and other certificates;
- e) granting autonomy to both UG and PG programmes (especially in States where such a facility does not exist); and
- f) by doing everything possible to foster the spirit of autonomy.

The state Government will assist the autonomous colleges by:

- a) Avoiding, as far as possible, transfers of teachers, especially in colleges where academic innovation and reforms are in process;
- b) Considering adaptation of a differential work-load pattern in order to recognize and encourage the additional work involved in the exercise of autonomy; and by
- c) Conveying its concurrence for the extension of autonomy of any college to the Commission within the stipulated time, i.e., 90 days after receipt of the report of the review committee.

4. AWARD OF DEGREES THROUGH PARENT UNIVERSITY

The parent University will award degrees to the students evaluated and recommended by autonomous colleges. The degree certificates will be in a common format devised by the University. The name of the college will be mentioned in the degree certificate.

5. CRITERIA FOR IDENTIFICATION OF INSTITUTIONS FOR GRANT OF AUTONOMY

The following are the factors considered for granting autonomous status to a college

- a) academic reputation and previous performance in university examinations and its academic/co-curricular activities in the past;
- b) academic attainment of faculty;
- c) quality and merit in the selection of students and teachers, subject to statutory requirements in this regard;
- d) adequacy of infra-structure: e.g. library, equipment, accommodation for academic activities.
- e) Quality of institutional management;
- f) Financial resources provided by the Management/State Government for the development of the institution.
- g) Responsiveness of administrative structure; and
- h) Motivation and involvement of faculty in the promotion of innovative reforms.

6. CONFERMENT OF AUTONOMOUS STATUS

Autonomous status covers only degree (UG and PG) programmes in colleges:

The parent University will confer the Status of Autonomy upon a college, which is permanently affiliated, with the concurrence of the State Government and the University Grants Commission.

The Act and Statutes of the Universities ought to be amended to provide for the grant of autonomy to affiliated colleges.

Before granting autonomy, the University will ensure that the management structure of the applicant college is adequately participatory and provides opportunities for academics to make a creative contribution.

The right of autonomy may not be conferred once for all. It has to be continuously deserved and earned by the college upon which the status has been conferred.

The status to autonomy will be granted initially for a period of five years. The University will review the functioning of autonomy in an autonomous college at the end of the third year with the help of a committee constituted for the purpose. This committee may consist of :

- a) one nominee of the parent University;
- b) one nominee of the State Council for Higher Education or the State Government where such a council does not exist;
- c) one nominee of the UGC;

- d) two experts from outside the State to be nominated by the University.

Towards the end of the fifth year will be made by the UGC with the help of a committee to be constituted by the Commission. In the event of the availability of evidence confirming declining standards in an autonomous college, it shall be open to the University, after careful scrutiny, and in consultation with the UGC, to revoke the autonomous status of that college.

In the case of colleges which have enjoyed the status of autonomy for 10 years, review will be made once in 5 years by the University Grants Commission.

7. PROCEDURE FOR CONFERMENT OF AUTONOMOUS STATUS

- a) Each University shall constitute a Standing Committee including a representative of the State Council of Higher Education or of the State Government, where such a council does not exist, in order to make the implementation of the scheme of autonomous colleges effective in the State.
- b) The University will invite proposals from colleges for conferment of the status of autonomy in the proforma given in **Annexure I**. All the proposals received directly from colleges will be placed before the Standing Committee. The Committee may visit the colleges and discuss their proposals with the respective managements, faculty members and students.
- c) The recommendations may be forwarded to the State Government by the University. On receipt of the State Government's recommendations, the University will send the recommendations of both the University and the State Government to the University Grants Commission.
- d) A Committee of the University Grants Commission will consider the proposals for conferment of autonomy upon the colleges.
- e) The University will notify the conferment of autonomy upon the colleges concerned, initially for a period of five years, after obtaining the concurrence of the University Grants Commission.

8. MECHANISM FOR IMPLEMENTATION OF AUTONOMY

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

Faculty Preparation: It is essential to get the Staff of the college involved in the thinking and planning processes from the very beginning. This will help them to have a sense of participation in decision making and motivate them to be involved in the whole exercise. Seminars, workshops

and consultations may be organized to make the Staff familiar with the concept, objectives and rationale of autonomy. They will form part of the academic calendar of the college.

Departmental Preparation: An important responsibility of the department is that of designing suitable courses in the major and related subjects, introducing new courses of study, re-naming obsolete courses by changing their content, updating existing courses to match the current state of art in each discipline and preparing course materials and human resources. These will be done in the light of the general objectives of autonomy and the specific objectives of the education agency.

Institutional Preparation: Since an autonomous college is called upon to perform many of the functions which the University has hitherto performed, it must study the academic, administrative/management and financial implications of such a change-over and prepare itself to discharge its new functions efficiently.

9. GOVERNANCE OF AN AUTONOMOUS COLLEGE

The college will have the following Committees to ensure proper management of academic, financial and general administrative affairs.

These are Statutory Bodies:

1. The Governing Body*
2. The Academic Council
3. The Board of Studies
4. The Finance Committee

* Governing Body/ Governing Board/ Board of Management/ Executive Committee/ Management Committee as may be named. Henceforth we shall use only the term 'The Governing Body'.

The composition and functions of the above Committees are given in **Annexure II to V**

The College, will in addition, have other Committees such as the Planning and Evaluation Committee, Grievances Appeals Committee, Examination Committee, Admission Committee, Library Committee and the Student Welfare and Extra-Curricular Activities Committee.

- a) Governing Body

The constitution of this body shall be according to the structure given in **Annexure - II**

- b) Academic Council

The Academic Council will be solely responsible for all academic matters such as framing of academic policy, approval of courses, regulations, syllabi, etc. The Council shall involve faculty at all levels and also experts from outside including representatives of the University and the Government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other Statutory Bodies of the University. The composition and functions of the Academic Council are found in **Annexure - III**.

c) Board of Studies:

The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions will include, among others, making rules and regulations and syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc. the composition and functions of the Board of Studies are found in **Annexure - IV**.

d) Finance Committee:

The Finance Committee will advise the Governing Body and meet at least twice a year. The constitution and functions of the Finance Committee are found in **Annexure - V**

10. MONITORING, EVALUATION AND ACCOUNTABILITY OF AUTONOMY

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 shall be made annually. In addition, there will be two external evaluations, the first after three years and the second after five years. The latter will determine the continuance or revocation of autonomous status as stated under para 6.

11. PATTERN OF FINANCIAL ASSISTANCE AND OTHER ENABLING PROVISIONS

a) Financial Assistance

The Commission will provide assistance under this scheme to autonomous colleges to meet their additional and special needs.

The grants to meet additional needs are payable annually. Normally grants sanctioned in a particular year, will, lapse if they are not claimed and approved by the Commission in the succeeding year. The assistance will enable colleges to meet the expenditure on the following:

- (i) Guest/Visiting Faculty
- (ii) Orientation and re-training of teachers.
- (iii) Re-designing Courses and Development of Teaching/Learning Material
- (iv) Workshop and Seminars
- (v) Examination Reforms
- (vi) Office Equipment, Teaching Aids and Laboratory Equipment
- (vii) Furniture for Office, Class-rooms and Laboratories
- (viii) Library Furniture, Equipment, Books/Journals
- (ix) Extension of Old and Construction of New Building

- (x) Expenditure on Meetings of the Governing Body and the Committees
- (xi) Honorarium to Controller of Examinations (full-time) not exceeding Rs. 3000/- p.m.
- (xii) Accreditation (NAAC) Fee.

The UGC funds cannot, however, be used for creation of posts, payment of salary to any of the college staff or for paying honorarium [except clause (xi) above] to existing staff to meet normal college contingency requirement or to subsidize examination fee should be fixed so that income from fee can meet the expenditure on examinations.

The ceiling of normal assistance will be as follows:

- a) Undergraduate Level Only:
 - i. Arts/Science/Commerce:
One Faculty only: Rs. 4.00 lakhs p.a.
 - ii. Arts/Science/Commerce
More than One Faculty : Rs. 6.00 lakhs p.a.
- b) Both Undergraduate and Postgraduate levels:
 - i Single Faculty : Rs. 5.00 lakhs p.a.
 - ii Multi Faculty : Rs. 8.00 lakhs p.a.

The normal assistance as detailed above will be available to autonomous colleges offering not fewer than six programmes of which two may be at post-graduate degree level.

Colleges which provide professional education in Education, Law, etc., will also be eligible to receive grants from the Commission. The sanction of such grants will depend on the size and stage of development of these colleges after attaining autonomous status.

12. STARTING OF NEW COURSES/RE-NAMING OR RE-STRUCTURATION OF EXISTING COURSES

An autonomous college is free to start diploma (under-graduate and post-graduate) or certificate courses without the prior approval of the University. Diplomas and certificates shall be issued under the seal of the college.

An autonomous college is free to start a new degree or post-graduate course with the approval of the Academic Council of the College. Such courses shall fulfil the minimum standards prescribed by the University in terms of number of hours, curricular content and standard.

An autonomous college may re-name an existing course after re-structuring/re-designing it with the approval of the college Academic Council. The University shall be duly informed of such proceedings so that it may award new degree in the place of the old.

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 the offering of such courses.

13. AWARDS/MEDALS

Autonomous colleges are free to institute medals for their meritorious students. The value and other terms of reference may be decided with the approval of appropriate bodies in the college.

14. EXAMINATION SYSTEM

- a) In order to avoid victimization by either teachers or students on any group, there shall be various alternatives to the internal examination system. Student performance may be evaluated both internally and externally. Question banks may be prepared by internal examiners and examinations conducted by external examiners. Or, other effective means may be adopted.
- b) Remuneration for examination work shall not be below that paid by the University.

15. GENERAL MATTERS

- a) All recruitments of teaching staff shall be by the Governing Body/ State government in accordance with the policy laid down by the UGC and State Government.
- b) Universities shall consider both internal and external assessment of the work of students of autonomous colleges for admitting them to higher level courses.
- c) Organisation of special need-based short terms courses under the college's department of continuing education may be important activity of an autonomous college. Such course ought to benefit the students of the college besides outsiders who may take them.
- d) Time spent by teachers on projects and extension work shall be counted for reckoning work load as prescribed by the Commission.
- e) An autonomous college shall prepare a calendar for the meetings of various bodies to ensure that the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening such meetings.
- f) A wide variety of courses may be evolved in modules so that students may take them according to their convenience. Such courses may help them acquire additional credits.
- g) All autonomous colleges shall make a formative continuous assessment of student work during each semester.
- h) Teacher evaluation in autonomous colleges may include periodical self-evaluation, institutional assessment of teacher performance, student evaluation of teacher performance, teacher research appraisal and other suitable forms of teacher appraisal.
- i) Autonomous colleges in a given region may form a Consortium for mutual co-operation/ collaboration in chosen areas such as Management Skills, National Services, Entrance

Examinations, Services Projects, inter-collegiate/intra collegiate sharing of expertise and human resources for teaching programmes, etc.

- j) Credit system and credit transfer among colleges in General and autonomous colleges in particular, may be suitably adopted.

**FORMATION OF PROPOSAL BY A COLLEGE FOR
GRANT OF AUTONOMY**

The proposal will be submitted to the UGC in the following format:

PART - I : BACK-GROUND OF THE INSTITUTION

PART - II : SUPPLY OF INFORMATION BASED ON CRITERIA

1. Academic reputation and provisions: Performance in University Examinations and other academic, cultural activities.
2. Academic attainments of the staff.
3. The mode of selection of students and teachers.
4. Physical facilities, i.e. Library, Accommodation and Equipment.
5. Institutional management.
6. The financial resources that the management can provide for the development of the institution.
7. The responsiveness of the administrative structure to the views of staff and students.
8. Extent of freedom enjoyed by the staff for advanced scholarships, research and experimentation and involvement in educational innovation and reforms.

PART - III IMPLEMENTATION OF AUTONOMY

- Aims and Objectives
- Management of the College
- Academic Council - Structure & Functions
- Boards of Studies - Structure & Functions
- Other Committees
- Admission Eligibility
- Curricular Programme
- Student Evaluation

Internal Assessment

External Assessment

- Financial Implications
- Course contents
- Co-curricular and extra curricular activities.

PART - IV: BASIC INFORMATION:

1. Name of College
2. Year of Establishments
3. Whether private or government or university maintained
4. Year of grant permanent affiliation
5. Courses offered
 - U.G.
 - P.G.
 - M.Phil.
6. Students Enrolment during last three years
 - U.G.
 - P.G.
 - M.Phil.
7. Faculty strength categorywise
(Please enclose list of faculty with their qualifications/papers/books/monographs if published)
8. Administrative, Laboratory and Library staff.
9. Results during the last five years : percentage of :

U.G	1st divisions	2nd divisions	over all pass
P.G.	1st divisions	2nd divisions	
10. Number of M.Phil/Ph.D.s produced during the last three years.

Subject	Year	M.Phil.	Ph.D.
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11. List of journals in the Library.
12. List of major items of equipment in the college (costing more than Rs. 50,000/- each).

**RECOMMENDED COMPOSITION AND FUNCTIONS OF BOARD OF
MANAGEMENT/GOVERNING BODY/EXECUTIVE COMMITTEE/
MANAGEMENT COMMITTEE.**

I. Government Colleges:

Since the government colleges are directly administered by the state government concerned, instead of a Governing body or board of management, an executive committee may be constituted by all government autonomous colleges with the following.

1. not more than 3 persons to be nominated by state government of whom one would be the Chairman:
2. two senior-most teachers of the college to be nominated in rotation according to seniority by the principal for a period of two years:
3. one nominee of the University not below the rank of Professor
4. one nominee of the University Grants Commission and
5. The Principal of the College Ex-officio Member Secretary

Term

The term of the nominated members at 1-4 shall be for a period of two years and the same persons except for members at (2) shall be eligible for re-nomination for another term.

Meeting

The Governing Body / Board of Management shall meet atleast thrice a year.

II. University Maintained Colleges:

The syndicate of the concerned university will constitute a management committee with the representation of the following:

1. Three members nominated by the syndicate of the university.
2. Two senior-most teachers of the college to be nominated on rotation by seniority by the Principal for a period of two years:
3. One officer of the Directorate of Higher Education/State Council of Higher Education.
4. One nominee of the U.G.C.
5. The Principal of the College... Ex-officio Member Secretary.

Term

Term of the nominated members at 1-5 shall be for a period of two years and the same persons except for members at (2) shall be eligible for re-nomination for another term.

Meeting

Governing Body/Board of Management shall meet atleast thrice a year.

Other Colleges (including Trust and Minority Colleges)

autonomous colleges may have the following representation in addition to what is being provided under their objective by laws.

Two senior-most teachers of the college to be nomited in rotation according to seniority by Principal for a period of two years.

One nominee of the University not below the rank of Professor:

One officer of Directorate of Higher Education/State Council of Higher Education.

One nominee of the University Grants Commission:

The Principal of the College.

Term

The term of the nominated members at 1-5 shall be for a period of two years and the same persons except for members at (2) shall be eligible for re-nomination for another term.

Meeting

Governing Body/Board of Management shall meet atleast thrice a year.

Functions

Subject to the existing provision in the bye laws of respective college and rules laid down by the State Government, Governing Body* of the above colleges shall have powers to:

Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee;

institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;

approve institution of new programmes of study leading to degrees and/or diplomas;

perform such other functions and institute Committees, as may be necessary and deemed fit for the proper development and to fulfil the objectives for which the college has been declared as autonomous.

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

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

I. Composition :

1. The Principal : *Chairman*
2. All the Heads of Departments is in the College
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
4. Not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, medicine, Engineering etc., to be nominated by the Governing Body*
5. Three nominees of the University.
6. A faculty members nominated by Principal.... Member Secretary

II. Terms of the Members

The term of the nominated members shall be two years.

III. Meeting

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

IV. Functions

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

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regards to courses of study, the 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 a 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 the admission of students to different programmes of study in the college.
- (c) make regulations for sports, extra-curricular activities proper maintenance and functioning of the playgrounds and hostels.
- (e) Recommend, to the Governing body proposal for institution of new programmes of study.

- (f) recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
- (g) advise the Government Body on suggestion(s) pertaining to academic affairs made by it: and
- (h) perform such other functions as may be assigned by the Governing Body*

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

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

I. Composition :

1. Head of the Department concerned. *Chairman*
2. The teachers of each specialization upto a maximum of five teachers from a department. *Members*
3. Two experts in the subject from outside the college to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-chancellor from the panels of six recommended by the college Principal.
5. One Post graduate meritorious alumnus to be nominated by Principal.

The Chairman, Board of Studies may with the approval of the Principal of the College:

- (a) co-opt experts from outside the college whenever special courses of studies are to be formulated;
- (b) co-opt other members of staff of the same faculty.

II. Term

The term of the nominated members shall be two years.

III. Meeting

The Principal of the college shall draw schedule for meeting of the Boards of Studies for different departments. The meeting may be scheduled as and when necessary but necessarily once a year.

IV. 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 and the 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 Academic Council for appointment of examiners : and
- (d) to coordinate research, teaching extension and other academic activities in the Department/College.

**RECOMMENDED COMPOSITION OF THE FINANCE COMMITTEE AND
ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE**

Composition :

1. The Principal *Chairman*
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. One senior-most teacher of the college to be nominated in rotation by the Principal for two years

The Financial Committee will be an advisory body to the Governing Body* and will meet at least twice a year to consider (a) the budget estimates relating to the grant received/ receivable from UGC, other non-government sources and income from fees etc. collected for the activities to undertake the scheme of Autonomy and (b) audited accounts for the above.

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

4.

ITEM	UN-UTILISED GRANT AVAILABLE FROM PREVIOUS YEAR	GRANT RECEIVED FROM UGC DURING THIS YEAR	EXPENDITURE DURING THE YEAR	UTILISATION CERTIFICATE
Office/teaching laboratory equipment				
Furniture				
Library				
Meeting of Governing and other bodies				

5. Number of courses modified, stopped or started during the year (give names of courses)
6. If external evaluation done during the year, attach report.

Place:

Date:

Signature
Name
Designation
(Principal)

PROGRESS REPORT OF COLLEGE (AUTONOMOUS)

(To be furnished in duplicate by the Principal of the College)

Progress Report for the Academic Year _____

1. Date when autonomy was first given by UGC.
2. Year in which last external evaluation was done.
 - (a) By Managing Society
 - (b) By University
3. Annual evaluation done by the College during the year under review

ITEM	UN-UTILISED GRANT AVAILABLE AVAILABLE FROM PREVIOUS YEAR	GRANT RECEIVED FROM UGC DURING THIS YEAR	EXPENDITURE DURING THE YEAR	UTILISATION CERTIFICATE
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Building

Guest Faculty

Orientation of
Teachers

Redesigning of
courses

Workshops/seminars

Others

LIBRARY & DOCUMENTATION CENTRE
National Institute of Educational
Planning and Administration,
17-B, Sri Aurobindo Marg,
New Delhi-110016
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