PROFORMA
To be submitted by the Affiliated College to the Anna University
For forwarding the application to UGC for Award of
Extension of Autonomous Status

1. Details of the College
   Name
   Address of the Institution / College
   Phone No
   Fax No
   Website
   Email

2. Details of the Principal
   Name
   Phone No (O)
   Phone No (R)
   Mobile No (M)
   Email

3. Year of Establishment of College
   (Proof to be attached)

4. Whether, Govt./Govt. aided/Self-financing etc.

5. Whether the College is Coming Under Section 2(f) of UGC Act. (Proof to be Attached)

6. Details of all Degree Programmes offered by the college (UG and PG) as on date

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Degree</th>
<th>Branch</th>
<th>Year of starting</th>
<th>Year of affiliation</th>
<th>Affiliating University</th>
<th>Sanctioned students strength</th>
<th>Full time / Part time</th>
<th>Permanent / Provisional Affiliation from Anna University</th>
</tr>
</thead>
</table>

7. Details of Degree Programmes accredited by NBA:

<table>
<thead>
<tr>
<th>Degree (UG / PG)</th>
<th>Branch / Programme</th>
<th>Duration of accreditation – from xx/xx/20xx to xx/xx/20xx</th>
<th>Score / Marks</th>
</tr>
</thead>
</table>

DEPUTY DIRECTOR
Centre for Academic Courses
Anna University, Chennai-600 025

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Anna University, Chennai-600 025.
ii) Details of Accreditation with NAAC

<table>
<thead>
<tr>
<th>College / Institution accredited</th>
<th>Duration of accreditation – from xx/xx/20xx to xx/xx/20xx</th>
<th>Grade</th>
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<tbody>
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</table>

8. Students enrollment in the first year, for the last 3 years (Excluding Lateral Entry) (Year-wise, Programme-wise)

<table>
<thead>
<tr>
<th>Year</th>
<th>Degree (UG &amp; PG)</th>
<th>Branches/Programmes</th>
<th>Students enrollment</th>
<th>Sanctioned intake (AICTE/University)</th>
</tr>
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<tbody>
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</table>

Total

Overall Percentage of Enrollment of the sanctioned intake

(Please add to the end of table)

<table>
<thead>
<tr>
<th></th>
<th>Total Number of Students enrolled in four years (Excluding Lateral Entry)</th>
<th>Total Sanctioned intake in four years (Excluding Lateral Entry)</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.G. Programmes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.G. Programmes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Total</td>
<td></td>
<td></td>
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<tr>
<td>Overall Percentage</td>
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</tbody>
</table>

9. Teaching staff strength

Annexure

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of faculty</th>
<th>Total years of experience</th>
<th>Total years of experience in the present institution</th>
<th>No. of papers published in referred journals</th>
<th>No. of membership in professional bodies</th>
<th>No. of conferences and seminars attended / conducted</th>
</tr>
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<tbody>
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</tbody>
</table>
9 (a) **Summary:**

<table>
<thead>
<tr>
<th>Degree Programme UG/PG</th>
<th>Year of Starting</th>
<th>Total No. of Faculty (Branch Specific)</th>
<th>Average Experience in the Current Institution (add up all experience of the faculty then divide by number of faculty)</th>
</tr>
</thead>
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</table>

(Please add to the end of table the average experience for all programmes offered for last 10 years indicating overall percentage)

9. (b)

<table>
<thead>
<tr>
<th>Others</th>
<th>Total No. of Faculty (Branch Specific)</th>
<th>Average Experience in the Current Institution (add up all experience of the faculty then divide by number of faculty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Engineering</td>
<td></td>
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<tr>
<td>Science and Humanities</td>
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</tr>
</tbody>
</table>

10. Examination results during the last 3 years

Table - I

<table>
<thead>
<tr>
<th>No. of Students Admitted in UG and PG Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Graduates</td>
</tr>
<tr>
<td>CY - 6 (L.E.)</td>
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</tbody>
</table>

Table - II

<table>
<thead>
<tr>
<th>No. of Students Graduated in UG and PG Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Graduates</td>
</tr>
<tr>
<td>CY - 2</td>
</tr>
</tbody>
</table>

CY = Current Year (Completed recently)
11. **h-Index** of the Institution as on date

Please note you are to indicate the h-index of your institute, not individual staff members. (Provide Print out from Web)

Enclose the first page of the journal papers for which h-Index is claimed (example of h-Index is 11, you have to enclose 11 papers with faculty name highlighted).

12. Details of Governing Council / Academic Council / Board of Studies / Finance committee / Board of Examiners meetings held – during the last 6 years

   a) Minutes to be enclosed in CD
   b) Action taken and important changes made to be highlighted
   c) Meeting dates (For last 6 years)

   **Governing Council**
   1
   2
   3
   4
   5
   6

   **Academic Council**
   1
   2
   3
   4
   5
   6

   Etc........

13. Curriculum

   a. Innovative aspects and experiments introduced by the college since obtaining autonomy

   b. Please give a note on curriculum development under autonomy

   c. Highlight the changes / modifications made in Regulations

14. Examination Details

   a. Examination reforms if any introduced during the period of autonomy

   b. Question paper setting for final examination [Internal / External /Combined] in terms of ratio

   c. Evaluation (completely internal / completely External /partly external and partly internal) in terms of ratio
d. Proportional weightage of continuous internal assessment and final examination (Also indicate break-up for assignments, tests etc. for awarding continuous internal assessment)

e. Criteria for passing and classification

f. Is there any qualifying board to declare the results? If yes, indicate the constitution and the function

g. While declaring the results, is any moderation done? What are the criteria adopted for moderation?

h. Are there any malpractice cases? If Yes, Give details of the cases including the punishment implemented during last 6 years?

i. For practical examination are all the examiners internal (OR) one external and one internal?

j. Has any question bank been set up? If yes, give the subject

15. Examination Results
Last 6 years (Year-wise, Degree-wise & Programme wise)
   a. No. of students appeared
   b. No. of students passed (degree awarded)
   c. Percentage of passes
   d. No. of students passed in first class with distinction

16. Re-evaluation
   a. Is there provision for re-evaluation?
   b. Fee for re-evaluation
   c. No. of Students applied for re-evaluation and no. of students passed by such re-evaluation during the last 6 years - Year wise, Semester-wise

17. Has any evaluation of the autonomous functioning been made? If yes, give a summary of the outcome

18. Has academic audits been conducted during the period of autonomy?
   a. Enclose the reports of the committee
   b. Enclose the reports of Action taken

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19. Faculty feedback - Whether periodic evaluation of faculty have been conducted by self and students?
   If Yes,
   a. Format of evaluation sheet
   b. Summary of evaluation
   c. Average performance of each faculty

20. Are you involved in any community development activity (such as adoption of schools, water harvesting, go green initiatives etc.)?
   If Yes, attach a report on the same

21. Any other information in support of grant of autonomy

Signature of the Principal
Name :
Date :

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