

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

Sl. No.	Degree	Branch	Year of starting	Year of affiliation	Affiliating University	Sanctioned students strength	Full time / Part time	Permanent / Provisional Affiliation from Anna University

7. Details of Degree Programmes accredited by NBA :

Degree (UG / PG)	Branch / Programme	Duration of accreditation – from xx/xx/20xx to xx/xx/20xx	Score / Marks

ii) Details of Accreditation with NAAC :

College / Institution accredited	Duration of accreditation – from xx/xx/20xx to xx/xx/20xx	Grade

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

Year	Degree (UG & PG)	Branches/ Programmes	Students enrollment	Sanctioned intake (AICTE/University)
Total				
Overall Percentage of Enrollment of the sanctioned intake				

(Please add to the end of table)

	Total Number of Students enrolled in four years (Excluding Lateral Entry)	Total Sanctioned intake in four years (Excluding Lateral Entry)
U.G. Programmes		
P.G. Programmes		
Overall Total		
Overall Percentage		

9. Teaching staff strength :

Annexure

Sl. No.	Name of faculty	Total years of experience	Total years of experience in the present institution	No. of papers published in referred journals	No. of membership in professional bodies	No. of conferences and seminars attended / conducted

9 (a) **Summary:**

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

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

9. (b)

Others	Total No. of Faculty (Branch Specific)	Average Experience in the Current Institution (add up all experience of the faculty then divide by number of faculty)
General Engineering		
Science and Humanities		

10. Examination results during the last 3 years :

Table - I

No. of Students Admitted in UG and PG Programmes												
Under Graduates						Post Graduates						Total
						Except M.C.A.			M.C.A.			
CY - 6	CY - 5 (L.E.)	CY - 5	CY - 4 (L.E.)	CY - 4	CY - 3 (L.E.)	CY - 4	CY - 3	CY - 2	CY - 5 (L.E. CY - 4)	CY - 4 (L.E. CY - 3)	CY - 3 (L.E. CY - 2)	

Table - II

No. of Students Graduated in UG and PG Programmes										
Under Graduates			Post Graduates						Total	Percentage
			Except M.C.A.			M.C.A.				
CY - 2	CY - 1	CY	CY - 2	CY - 1	CY	CY - 2	CY - 1	CY		

CY = Current Year (Completed recently)

Table III

No. of Students discontinued in UG and PG Programme						
Discontinued Under Graduate students pertaining to the batch graduated in			Discontinued Post Graduate students pertaining to the batch graduated in			Total
CY	CY – 1	CY-2	CY	CY – 1	CY– 2	D

Table IV

No. of Students transferred to the college in UG and PG Programmes						
Transferred Under Graduate students belonging to the batch graduated in			Transferred Post Graduate students belonging to the batch graduated in			Total
CY	CY – 1	CY– 2	CY	CY – 1	CY– 2	TT

Table V

No. of Students transferred from the college in UG and PG Programmes						
Transferred Under Graduate students belonging to the batch graduated in			Transferred Post Graduate students belonging to the batch graduated in			Total
CY	CY – 1	CY– 2	CY	CY – 1	CY– 2	TF

$$\text{Pass percentage} = \frac{\text{Total 2}}{\text{Total 1} + \text{TT} - \text{TF} - \text{D}} \times 100$$

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).

* To be calculated from Scopus or Web of Science Database only

12. Details of Governing Council / Academic Council / Board of Studies / Finance committee / Board of Examiners meetings held – during the last 6 years :
- Minutes to be enclosed in CD
 - Action taken and important changes made to be highlighted
 - 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
- Innovative aspects and experiments introduced by the college since obtaining autonomy :
 - Please give a note on curriculum development under autonomy :
 - Highlight the changes / modifications made in Regulations :
14. Examination Details
- Examination reforms if any introduced during the period of autonomy :
 - Question paper setting for final examination [Internal / External /Combined] in terms of ratio :
 - Evaluation (completely internal / completely External /partly external and partly internal) in terms of ratio :
 - Proportional weightage of continuous internal assessment and final examination (Also indicate break-up for assignments, tests etc. for awarding continuous internal assessment) :
 - Criteria for passing and classification :
 - Is there any qualifying board to declare the results? If yes, indicate the constitution and the function :
 - 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 :
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 :

