

**Draft Document for Implementation of Autonomy in Harcourt Butler
Technological Institute, Kanpur after grant of status as Autonomous
College of U. P. Technical University, Lucknow vide UGC letter no.
F.22-1/2008(AC) dated February 27, 2008**

Presently Harcourt Butler Technological Institute , Kanpur is being run as an Institute run and managed by Harcourt Butler Technological Institute, Kanpur society with the Board of Governor's being the highest statutory authority whose structure is as under ;

BOARD OF GOVERNORS, HBTI, Kanpur

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| 1. Minister for Technical Education Department
Uttar Pradesh Govt., UP | Chairman (Ex-Officio) |
| 2. Secretary, Technical Education Department
(Ex-Officio)
Uttar Pradesh Govt., UP | Vice-chairman |
| 3. Secretary, Finance Department or his nominee,
(Ex-Officio)
not below the rank of Joint Secretary, Uttar Pradesh Govt., UP | Member (Ex-Officio) |
| 4. Director, IIT, Kanpur
(Ex-Officio) | Member (Ex-Officio) |
| 5. Vice Chancellor, Roorkee University, Roorkee
(Ex-Officio) | Member (Ex-Officio) |
| 6. Director, Technical Education, UP, Kanpur
(Ex-Officio) | Member (Ex-Officio) |
| 7. A nominee of AICTE, New Delhi | Member |
| 8. One eminent technologist engineer having specialization
in the field advent to the Institute to be nominated by the Board | Member |
| 9. Vice Chancellor of University to which the
(Ex-Officio)
Institute is affiliated | Member (Ex-Officio) |
| 10. One Professor to be nominated by the
Board for one year by rotation in the order of seniority | Member |
| 11. Three eminent persons in the field of Technical Education
to be nominated by the State Government | Member
Member |
| 12. One eminent person from Industry to be nominated by | Member |

State Government

- 13. SC Nominee to be nominated by Chairman, Board of Governors Member
- 14. OBC Nominee to be nominated by Chairman, Board of Governors Member
- 15. Director of the Institute Member-Secretary

UGC guidelines have prescribed a recommended constitution of Governing Body for Autonomous Colleges and the present constitution of Board of Governor of HBTI, Kanpur matches with the recommended composition with only two major differences namely , 'absence of UGC nominee in the present Board of Governor' and 'two teachers of college in Board of Governors instead of one at present'.

OBJECTIVES OF AUTONOMY:

An autonomous college shall have the freedom to

- a) Determine and prescribe its own course(s) of study and syllabi.
- b) Evolve methods of evaluation and conduct examinations ; and
- c) Evolve new course(s) / subject(s) as per the requirements of the region, society and / or industry.

The autonomy shall be a means to achieve higher standards and greater creativity in future. An autonomous college shall be fully accountable for the content and quality of education that it imparts and shall be responsible for evaluation of the students for awards of Degree, Diploma and Certificates which will be accepted by the parent University.

In view of grant of status of Autonomous college the Institute shall have following new committees to ensure proper management of academic and other related general administrative affairs.

- Academic Council
- Board of Studies
- Examination Committee

ACADEMIC COUNCIL :

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will 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 given below ;

Composition:

Sl. No.		
1.	Director	Chairman
2.	All Heads of Department	Members
3.	Four teachers of the Institute representing different cadres of teaching staff by rotation on the basis of seniority	Members
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 Governing Body (Board of Governors in this case)	Members
5.	Three nominees of the University	Members
6.	Dean, Academic Affairs or Assistant Dean, Academic Affairs in his/her absence	Member Secretary

Term of Members:

The term of the nominated members shall be two years.

Meetings :

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

Functions :

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

- a) Scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof , instructional and evaluation arrangements, methods, procedure 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.
- b) Scrutinize and approve the proposals with or without modification of the Examination Committee with regard to conduct of examination, evaluation and result declaration and other connected issues etc. provided that where Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Examination Committee or reject it, after giving reasons to do so.
- c) Frame detailed modalities for mechanism of evaluation and examination system.
- d) Make regulations for academic activities (teaching – learning process) , sports, extra-curricular activities , and proper maintenance and functioning of the playgrounds and hostels as per the requirement.
- e) Recommend to the ‘Board of Governors’ proposals for institution of new programmes of study.
- f) Recommend to the ‘Board of Governors’ for institution of scholarships, fellowships, prizes and medals , and to frame regulations for the award of the same.
- g) Advise the ‘Board of Governors’ on suggestion(s) pertaining to academic affairs made by it.
- h) Perform such other functions as may be assigned by the ‘Board of Governors’.

BOARD OF STUDIES :

The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions will include framing the 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 given below ;

Composition :

Sl. No.		
1.	Head of Department concerned	Chairman
2.	Entire faculty of Department	Members
3.	Two experts in the subject from outside the Institute to be nominated by Academic Council	Members
4.	One expert to be nominated by the Vice Chancellor from a panel of six recommended by the Director of Institute	Member
5.	One representative from industry / corporate sector / allied area relating to placement, to be nominated by the Director of Institute	Member
6.	One meritorious alumnus to be nominated by the Director	Member
7.	The Chairman, Board of Studies , may with the approval of the Director of the Institute, co-opt a) Experts from outside the Institute whenever special courses of studies are to be formulated b) Other members of teaching staff of the same faculty	Members

Term :

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

Meeting :

The Director of the Institute 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 twice a year.

Functions :

The Board of Studies of a department in the Institute shall ;

- a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stake holders and national requirement for consideration and approval of 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) Coordinate research, teaching, extension and other academic activities in the Department / Institute.

EXAMINATION SYSTEM

In order to avoid victimization by either teachers or students of any group, there should be various alternatives to the internal examination system. Student's 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. Remuneration for examination work should not be less than that paid by the university.

The Autonomous Institute shall conduct the examinations at specified period(s) as it may determine and notify, The examinations and evaluation system shall be as may be determined by the Academic Council. The examination and evaluation shall be carried out in such a manner as to enhance the faith and the credibility in the minds of the students and the society by being fair and rational.

Examination Committee:

For smooth and fair conduct of examination there will be Examination Committee whose composition shall be as follows ;

Composition :

Sl. No.		
1.	Director	Chairman
2.	Three teachers from three different cadres to be nominated by rotation according to seniority	Members
3.	One evaluation expert to be nominated by the Director	Member
4.	Controller of Examination of the University or his nominee not below the rank of Assistant Professor	Member
4.	*Controller of Examination of Institute to be nominated by Director of the Institute	Member Secretary

***Controller of Examination of Institute:** Controller of Examination of Institute shall make necessary preparations for the examinations, declare result and make all other arrangements thereof and be responsible for the due execution of all processes connected therewith subject to the superintendence of the Examination Committee. Conduction of examination will be the responsibility of the Centre Superintendent appointed by the Director.

Term :

The term of nominated members will be of two years.

Powers and Duties of the Examination Committee :

1. The Examination Committee shall ..
 - a. Ensure proper organization of Examinations and tests including moderation, tabulation and declaration of the results.
 - b. Appoint Examiners, Moderators, Paper Setters from amongst the persons included in the panels prepared by the respective subject Board of Studies and approved by Academic Council.
 - c. Undertake, exercise and experiment in the examination reforms.
 - d. Obtain three sets of question papers in sealed covers in the respective subject. The Director or his/her nominee not below the rank of Professor shall draw at random one of such sealed covers containing question papers. This sealed cover with seal intact shall then be sent to the press.
2. The Committee shall prepare the time schedule of examinations and dates of declaration of their results at the beginning of the term and notify the same.
3. The evaluation of answer books for all examination shall be done through Central Evaluation System. All answer books on an examination shall be masked and then coded. The coded answer books shall then be handed over to the examiners for evaluation. After evaluation, all answer books shall be decoded and demasked and the tabulation sheet / result sheet be prepared by the Tabulators / Moderators.
4. In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, tabulators, moderators, teachers or any other persons connected with the conduct of examinations, the committee shall constitute a Sub-Committee consisting of three members, of whom one shall be Chairman.
5. The recommendations of the Sub-Committee shall be placed before the Examination Committee, which shall take the disciplinary action in the matter, as it deems fit.
6. The Committee shall arrange for strict vigilance during the conduct of the examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors etc.
7. Two – third members shall constitute a quorum. If the meeting is adjourned for want of quorum , then no quorum shall be required for such meeting.
8. The Committee shall meet at least twice during academic year and such other times as may be required.
9. The Committee shall perform such other duties and responsibilities which are assigned to it from time to time by the Academic Council.

GENERAL MATTERS

Starting Of New Courses

An autonomous college is free to start diploma (undergraduate and postgraduate) 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 postgraduate course with the approval of the Academic Council of the college. Such courses shall fulfill the minimum standards prescribed by the university/AICTE/UGC in terms of number of hours, curricular content and standards, and the university shall be duly informed of such courses.

An autonomous college may rename an existing course after restructuring/redesigning it with the approval of the college Academic Council as per UGC norms. The university should be duly informed of such proceedings so that it may award new degrees in place of the old.

The university should 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.

Awards/Medals

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

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, if so desired. Autonomous colleges that have completed three terms can confer the degree under their title with the seal of the university.

Others

- a. All recruitments of teaching staff will be made by the Governing Body/state government in accordance with the policies laid down by the AICTE/UGC and state government.
- b. Universities shall consider both internal and external assessment of students in autonomous colleges for admitting them to higher-level courses.
- c. Organisation of special need-based short-term courses under the college's department of continuing education may be an important activity of an autonomous college. Such

courses ought to benefit the students of the college besides outsiders who may enroll for them.

- d. The time spent by teachers on projects and extension work shall be counted for reckoning their workload as prescribed by the Commission.
- e. An autonomous college should prepare a calendar for meetings of various bodies to ensure that the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening of such meetings.
- f. A wide variety of courses may be evolved in modules so that students may opt for them according to their convenience. Such courses may help them acquire additional credits.
- g. All autonomous colleges should make a formative continuous assessment of students work during each semester.
- h. Teacher evaluation in autonomous colleges may include periodical self-evaluation, institutional assessment of teacher performance, student feedback, research appraisal and other suitable forms of teacher appraisal.
- i. Autonomous colleges in a given region may form a consortium for mutual cooperation/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.
- j. Credit system and credit transfer among colleges in general and autonomous college in particular may be suitably adopted.
- k. All autonomous colleges should undergo NAAC assessment.
