



# **C. ABDUL HAKEEM COLLEGE**

**(AUTONOMOUS)**

Hakeem Nagar, Melvisharam – 632 509.

**Affiliated to Thiruvalluvar University | Reaccredited by NAAC**

## **ANNEXURE - III**

### **Conferment of Fresh Autonomous Status**

Visit Date

25.09.2021 & 26.09.2021

[www.cahc.edu.in](http://www.cahc.edu.in)

It is requested that all communications should be addressed to The Registrar, Thiruvalluvar University and not to any person by name.

Website: www.thiruvalluvaruniversity.ac.in

Phone: 0416 -2274747, 2274746

Fax: 0416 -2274748



திருவள்ளூர் பல்கலைக்கழகம்  
THIRUVALLUVAR UNIVERSITY  
SERKKADU, VELLORE - 632 115

Dr. M. JAYAKUMAR, M.Sc., Ph.D  
REGISTRAR

No.TU/R/Affln/Fresh Autonomous Status/2014/0335

Dated: 30.07.2014

To

✓ The Principal  
C. Abdul Hakeem College  
Hakeem Nagar, Melvisharam - 632 509  
Vellore District

Sir/Madam,

Sub: Thiruvalluvar University - Conferment of fresh Autonomous status to the C. Abdul Hakeem College, Melvisharam - Order issued - Reg.

Ref: 1. Letter No.F.22-1/2014 (AC), dated 19.06.2014 from the Joint Secretary, University Grants Commission, New Delhi.  
2. Your letter dated 02.07.2014  
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I am by direction to inform you that the 59<sup>th</sup> Syndicate meeting held on 10.07.2014 has considered the request of the Principal to grant fresh Autonomous Status to the College from the academic year 2014-2015 to 2019-2020 based on the letter No.F.22-1/2014 (AC), dated 19.06.2014 received from the Joint Secretary, University Grants Commission, New Delhi and conferred to grant fresh Autonomous Status to the C. Abdul Hakeem College, Melvisharam - 632 509 from the academic year 2014-2015 to 2019-2020 under the following terms and conditions prescribed under Chapter XXVI of the Madras University Calendar 2001, Volume I (as amended) which are in force in the Thiruvalluvar University area as per section 61 (3) of the Thiruvalluvar University Act, 2002.

(1) The University shall have power to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study in an autonomous college and to designate any college an autonomous college with the concurrence of the State Government and the U.G.C. in the manner and under conditions prescribed and to revoke such designation.

(2) The College shall offer instruction for all the courses affiliated with this University, up to Certificate Diploma, Degree, Post Graduate and M.Phil. Courses.

ABDUL HAKEEM COLLEGE  
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- (3) *The Self-financing courses proposed by the Autonomous colleges may also come under Autonomous pattern provided that the quality of the courses and the eligibility of the appointment of teachers are approved by the University.*

**Adequate qualified teachers to be appointed on regular basis including Director of Physical Education and Librarian for Day College and Evening College, aided and unaided separately.**

- (4) The College will have autonomy in the matter of:-
- (i) Framing Syllabus, courses contents and restructuring and redesigning the courses to suit local needs adopting the University general pattern. The course contents and pattern should be framed accordingly.
  - (ii) Arranging for instructions to students;
  - (iii) Devising methods of evaluation, examinations and tests pertaining to the award of the degree / diploma by the University;
  - (iv) Admission of students in respect of courses of studies for which 'autonomy' is conferred; and
  - (v) Starting U.G. Diploma/P.G. Diploma/Certificate Courses (which are not instituted in the University) without prior approval of the University as the Diploma/Certificate is to be issued under the seal of the college. However, for starting a new Diploma/Certificate/Degree/P.G. Degree/M.Phil./Ph.D., etc courses that are instituted by the University, an autonomous college should obtain recognitions/affiliation of the University by sending its proposals complete in all respects at least a year in advance for obtaining prior approval before commencement of such courses. The University shall facilitate time bound institution of the new courses proposed by Autonomous Colleges provided they submit their proposal directly to the University which shall be placed before the Syndicate through Curriculum Development Committee with the respective Chairman of Board of Studies and the representative of the Autonomous College concerned as Special Invitees on the Curriculum Development Committee.
  - (vi) Promoting healthy practices such as Community Service, extension activities, projects for the benefits of the society at large, neighborhood programmes etc.
- (5) The college shall have power to make rules or by laws, not inconsistent with the Thiruvalluvar University Act, 2002 and the laws framed thereunder for purposes of securing the objectives for conferring the status of autonomy to the college.
- (6) The College shall have the following Committees to ensure proper management of academic, financial and general administrative affairs:

**Governing Council, Admission Committee and College Council should be the same for both Day and Evening Colleges.**

1. Governing Body:- The Governing Body is different from Trust Board / Board of Management / Executive Committee / Management Committee.
2. Academic Council
3. Board of Studies
4. Finance Committee

*In addition, the autonomous College shall set up Committees like, Planning & Evaluation Committee, Grievances Appeal Committee, Examination Committee, Admission Committee, Library Committee, Committee on Students Welfare and Extra Curricular matters and Academic Audit Committee.*

- (7) The decision of the Academic Council constituted under the preceding Statute on academic matters shall generally be implemented by the Managing Body of the college.
- (8) The Governing Body of the College shall consist of the following members:-
1. FIVE members from the Trust or Management as per the Constitution or bye-laws, with the Chairman or President / Director as Chairperson.
  2. TWO members from the teaching staff of the College, to be nominated by the Principal, based on seniority.
  3. ONE member to be nominated by the Management, from the category of either Educationist or Industrialist.
  4. ONE member to be nominated by the University Grants Commission.
  5. ONE member to be nominated by the State Government. The person nominated under this category shall be either an academician not below the rank of a Professor or a State Government official of the Directorate of Higher Education / State Council of Higher Education.
  6. ONE member to be nominated by the University (not below the rank of Professor).
  7. The Principal of the College as Ex-Officio member.

**Term:-** The term of all nominated members on the Governing Body of the autonomous colleges, shall be for a period of two years and the term of UGC nominee thereon will be six years.

**Meeting:-** The Governing Body shall meet at least thrice a year.

**Functions:-** Subject to the existing provisions in the bye-laws of respective autonomous colleges and rules laid down by the State Government, the Governing Body of an autonomous college shall have powers to:-

1. fix the fees and other charges payable by the students of the college on the recommendation of the Finance Committee;
2. institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;
3. approve institution of new programmes of study leading to degrees and/or diplomas;
4. perform such other functions and institute Committees, as may be necessary and deemed fit for the proper development and to fulfill the objectives for which the college has been declared as autonomous.

(9) The Academic Council shall consist of the following members:-

1. The Principal of the college (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 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 member nominated by the Principal (Member Secretary)

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

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

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

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard 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.
2. make regulations regarding the admission of students to different programmes of study in the college;
3. frame regulations for conduct of examinations and initiate measures for improving quality of teaching, students' evaluation and students advisory programme in the college;
4. make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels;
5. recommend to the Governing Body proposals for institution of new programmes of study;
6. recommend to the Governing Body for institution of scholarships, studentships, fellowships, prizes and medals and frame regulations for the award of the same;
7. advise the Governing Body on suggestion(s) pertaining to academic affairs made by it; and
8. perform such other functions as may be assigned by the Governing Body.

(10) The Board of Studies shall consist of the following members:-

1. Head of the Department concerned: **CHAIRMAN**.
2. The entire faculty of each specialization up to a maximum number of five teachers from a Department.
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 panel of six experts recommended by the Principal of the College or on his own.
5. **ONE** post graduate meritorious alumnus to be nominated by the Principal.
6. **ONE** representative from industry of Corporate Sector/Allied area relating to placement.

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.

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

**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.

**Functions:-** The Board of Studies of a department in the college shall:-

1. Prepare syllabi for various courses keeping in view the objectives for the college and the national requirement for consideration and approval of the Academic Council;
2. Suggest methodologies for innovative teaching and evaluation techniques;
3. suggest panel of names to the Academic Council for appointment of examiners; and
4. to co-ordinate research, teaching, extension and other academic activities in the Department/College.

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(11) The Finance Committee shall consist of the following members:-

1. The Principal of the College **CHAIRMAN**
2. **ONE** person to be nominated by the Governing Body of the College.
3. **ONE** senior-most teacher of the college to be nominated in rotation by the Principal for two years.

The Finance 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 receivable from the UGC, other non-government sources and income from fees, etc., collected for the activities proposed under the scheme of autonomy and (b) the audited accounts for the above.

(12) Admission of students to courses of studies offered by the autonomous colleges shall conform to the minimum qualifications laid down by the University for the Courses of studies concerned, subject to rules of reservations for candidates belonging to Scheduled Castes, Scheduled Tribes, Most Backward and Backward Classes laid down by the State Government from time to time.

(13) The University shall have power to confer degrees, titles, diplomas and other academic distinctions on persons who have pursued an approved course of study in an autonomous college. The name of the autonomous college shall, however, be indicated in the diploma issued to the candidates.

(14) The right of autonomy is not conferred, once and for all. The status of autonomy is granted initially for a period of six years. Autonomy has to be continuously earned thereafter, by the affiliated colleges, by improving their standards.

Self-evaluation will be made annually. In addition, there will be two external evaluations, the first after four years and the second after six years. The latter will determine the continuance or revocation of autonomous status.

(15) The College shall, 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, as a college enjoying autonomy. Such a self-evaluation should be undertaken by the respective colleges annually.

(16) The College shall be subjected to two external evaluations, in addition to the self evaluation, referred to in 15 supra, by way of review by the University, the first at the end of the fourth year and the second at the end of the sixth year.

(17) The University will review the functioning of autonomy in autonomous colleges at the end of the fourth year and the sixth year, with the assistance of a committee constituted for the purpose. The Committee may consist of:-

1. ONE nominee of the University as ..... CONVENOR
2. ONE nominee of the University Grants Commission
3. ONE nominee of the State Council for Higher Education or State Government wherever such Council does not exist.
4. TWO experts from outside the State to be nominated by the University.

The University will determine the continuance or otherwise of the autonomous status, depending upon the outcome of it's review.

(18) The College shall submit the proposal for extension of the period of autonomy, in the prescribed proforma duly forwarded by the University, six months prior to the date of expiry of the tenure of autonomy. In the event of delay in the review report and renewal of autonomy, the College shall continue to enjoy autonomy with the entitlements of benefits, fiscal or otherwise so conceived under the scheme, unless the Government or parent University by a special order withholds such a continuation.

(19) The University Grants Commission shall conduct a review, towards the end of the sixth year, with the assistance of a Committee constituted by it.

(20) In the event of any finding in the report of the Review Committee of either the University or the UGC, pointing to deterioration or decline in standard of an autonomous college, it shall be open to the University or the UGC to revoke the autonomous status of the college after careful scrutiny and mutual consultation and due notification to the management. In such cases, the students already admitted under the autonomous scheme shall be allowed to complete the course under autonomous status.

(21) The College should get itself accredited by the NAAC within a period of 2 years from the date of conferment/extension of autonomous status.

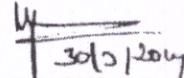
(22) The Syndicate shall have power to revoke the autonomy conferred on autonomous college any time after giving notice of such intention to the college concerned before the expiry of the period mentioned in 16 supra in the case of deteriorating or declining standards or for any other valid reason.

(23) The Syndicate for the above said purpose shall be guided by the recommendation of the Review Committee consisting of the persons mentioned in 17 supra. The Committee shall submit it's report/recommendation after a detailed review is made with reference to the continuance of the autonomy.

- (24) Notwithstanding the conferment of autonomous status on the college, all provisions of the Act, the Statutes, the ordinances and the Regulations of the University shall be applicable to the college except those relating to matters specified in these Statutes. The University shall continue to exercise its general power of supervision over such a college.
- (25) The University shall have power to constitute an Advisory Body to monitor the functioning of the autonomous colleges.
- (26) The Autonomous colleges should follow the Tamil Nadu Recognized Private Colleges (Regulations) Act, 1976 and the rules made therein.

The grant of fresh autonomy is conferred subject to the acceptance of the above prescribed conditions and subsequent amendments of the conditions by this University, from time to time.

Yours faithfully,

  
30/5/2017  
REGISTRAR

*eb*

Copy to:-

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 002
2. The Principal Secretary to Government, Higher Education Department, Government of Tamil Nadu, Secretariat, Chennai - 600 009
3. Dr. Manju Singh, Joint Secretary, University Grants Commission, New Delhi - 110 002
4. The Joint Secretary, Southern Regional Office, University Grants Commission, Andhra Pradesh State Finance Corporation Building (4<sup>th</sup> Floor), Chirag-Ali-Lane, Hyderabad - 500 001
5. The Director of Collegiate Education, College Road, Chennai - 600 006.
6. The Regional Joint Director of Collegiate Education, Vellore Region, Gandhi Nagar, Vellore - 632 106
7. The Finance Officer
8. The Controller of Examinations, Thiruvalluvar University, Vellore - 632 004.
9. PA to VC/PA to Registrar
10. Admission Section
11. Ph.D. Section
12. File

डॉ. मंजू सिंह  
Dr. Manju Singh

संयुक्त सचिव  
Joint Secretary



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ई-मेल E-MAIL : manjusingh.ugc@nic.in

विश्वविद्यालय अनुदान आयोग

बहादुर शाह ज़फर मार्ग,

नई दिल्ली-110 002 (भारत)

UNIVERSITY GRANTS COMMISSION

Bahadur Shah Zafar Marg,  
New Delhi-110 002 (INDIA)

**BY SPEED POST**

No.F. 22-1/2014(AC)

June, 2014

The Registrar,  
Thiruvalluvar University,  
Serkkadu, Vellor-632 115  
(TN).

19 JUN 2014

Sub:- Conferment of Fresh Autonomous Status to C.Abdul Hakeem College, Hakeem Nagar, Melvisharam – 632 509 affiliated to Thiruvalluvar University, Vellor (TN).

Sir/Madam,

This has reference to the proposal dated Oct, 2013 submitted by C. Abdul Hakeem College, Hakeem Nagar, Melvisharam – 632 509 affiliated to Thiruvalluvar University, Vellor (TN) under the UGC scheme for conferment of fresh autonomous status and subsequent visit of the UGC Expert committee to consider the proposal on 9<sup>th</sup> & 10<sup>th</sup> May, 2014.

The report of the aforesaid Joint UGC Expert Committee was placed before the Standing Committee constituted for the purposes by the Commission to look into the Expert Committee reports for conferment of fresh autonomous status and extension of autonomy to colleges before its recommendations are placed before the Commission for its final approval.

The recommendations of the Standing Committee were placed before the Commission at its meeting held on 13.06.2014. The Commission, after taking due consideration of the recommendations of the Standing Committee, agreed to grant autonomous status to C.Abdul Hakeem College, Hakeem Nagar, Melvisharam – 632 509 under the UGC autonomous colleges scheme for a period of six year w.e.f. the academic year i.e. 2014-2015 to 2019-2020.

The Thiruvalluvar University, Vellor (TN) may now go ahead and issue necessary orders in this regard by endorsing a copy of the same to this office for our records. The admissible grant under this scheme will be released to the College as per its eligibility, according to the norms as laid down in the XII Plan Guidelines for Autonomous Colleges by the Joint Secretary & Incharge, UGC, South Eastern Regional Office, PB No. 152, APSFC Building, 4<sup>th</sup> Floor, 5-9-194, Chirag Ali Lane, Hyderabad – 500 001.

Yours faithfully,

(MANJU SINGH)

25 JUN 2014

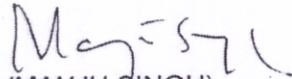
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Copy to:-

1. The Principal Secretary,  
(Higher Education) Govt. of Tamilnadu,  
N.K.M. Building, 6<sup>th</sup> Floor, Secretariat,  
Chennai – 600 009 (Tamilnadu).
2. The Joint Secretary & Incharge,  
UGC, South Eastern Regional Office,  
PB No. 152, APSFC Building,  
4<sup>th</sup> Floor, 5-9-194, Chirag Ali Lane,  
Hyderabad – 500 001.
3. The Principal,  
C.Abdul Hakeem College,  
Hakeem Nagar,  
Melvisharam – 632 509 (TN)

(A copy of the Expert Committee report is also enclosed for your information and guidance.)

4. Meeting Cell.
5. Concerned file
6. Guard File.

  
(MANJU SINGH)