

**COMMISSIONERATE OF COLLEGIATE EDUCATION
GOVERNMENT OF TELANGANA**

COMMON GUIDELINES FOR AUTONOMOUS COLLEGES

After going through the agendas of Government Autonomous Degree Colleges, during the Governing Body Meetings with CCE, it has been resolved to frame the following common guidelines to be followed by the all the Autonomous colleges in the state of Telangana.

- 1.** Every autonomous college should prepare perspective plan/strategic plan duly incorporating Long Term and Short-Term goals to be achieved.
- 2.** All the Autonomous colleges shall prepare annual report at the end of every academic year. It must clearly indicate Academic, Administrative and Financial aspects and the same should be uploaded in the college website.
- 3. Sitting Charges for Members of Board of Studies:** Sitting fee for the University Nominee and other external members on various Boards of Studies is fixed as Rs.2000/- excluding T.A. for outstation nominees/members. Board of Studies meeting charges like hospitality, documentation etc. shall not exceed Rs. 1000/- per meeting.
- 4. Sitting Charges for Members of Academic Council:** Sitting fee for the external members on Academic Council is Rs. 3000/- excluding T.A. for outstation members. Total expenditure for Academic Council on hospitality, documentation shall not exceed Rs. 30,000/ per annum.
- 5. Sitting Charges for Members of Finance Committee:** For the University Nominee as the Finance officer of the parent University as a member on the Finance Committee of the college, Rs.3000/- as sitting Charges may be paid, excluding T.A. for outstation nominees.
- 6. Sitting Charges for Chairperson & Members of Governing Body:** The sitting charges for Chairperson and members of the Governing Body shall be uniform i.e. Rs. 3000/-. Excluding the T.A.

for outstation members. However, if the UGC nominee is presenting from other states, economic class airfare is permitted for T.A. charges. In any case, the total expenditure (hospitality, documentation etc.) of G.B shall not exceed Rs. 60,000/- per meeting (excluding airfare given to the UGC nominee).

7. Auditing of Accounts: Financial Statements of Autonomous Colleges up to 2019-20 shall be audited by CCE Audit and from FY 2020-21 onwards audit shall be done by the CCE appointed Auditors only.

8. Miscellaneous Expenditure for Examination Branch: Miscellaneous Expenditure for examination branch is allowed up to a maximum limit of Rs. 2000/-per month, this will be met from the examination branch funds.

9. Remuneration to Controller and Additional Controller of Examination: Rs. 8000/- remuneration may be paid to the Controller of Examinations and Rs. 4000/- each for Two Additional Controllers of Examinations.

10. Honorarium to Academic Coordinators: - Honorarium of Rs. 1000/- is allowed for each Academic Coordinator. If the student strength is less than 1000, one Academic Coordinator is allowed, for 1000 to 2000 students, two Academic Coordinators are allowed and for more than 2000 students, three academic coordinators are allowed.

11. Payment to the P.G Academic Consultants: For dealing with P.G courses, preferably, Academic Consultants may be engaged with CSIR/ UGC NET/SLET/Ph.D. qualifications as per the UGC Norms. For payment of remuneration to the P.G. academic consultant, any of the following alternatives may be followed:

- i) A consolidated remuneration of Rs.20,000/-per month may be paid for maximum of four months in a semester and they shall deal with a minimum of three papers.
- ii) For part time, a consolidated package of Rs. 20,000/- per paper/subject may be paid for completing the whole syllabus.
- iii) An hourly basis of remuneration may be paid @ Rs. 400/ per hour up to maximum of 60 hours in a paper/subject.

12.To motivate the faculty members towards research, the following incentives may be given with the approval of CCE.

- a) Seed money for Research Activity up to Rs. 1,00,000 (Rupees One Lakh only) may be met from the bank interest of the college corpus fund.
- b) If any faculty develops a Patent, the actual fee paid towards registering the patent may be reimbursed from the college.
- c) For faculty presenting papers within the country in reputed conferences, registration fees and 50% of airfare (Economy Class) subject to purchase of ticket through online platform will be allowed once in a year.
- d) For faculty presenting papers in International Conferences organized by reputed institutions/organizations outside the country, total Registration Fees and 50% of airfare (Economy class up to Rs.1,00,000/-) subject to purchase to ticket through online platform and \$ 100 per day for a maximum of three (03) days will be allowed once in three years.
- e) To encourage the faculty to publish papers in meritorious journals such as SCOPUS Indexed and standard UGC recognized Journals, Rs.5000/- or actual publications charges, whichever is less will be allowed.
- f) If any faculty publishes Text Book/Reference Book/or any other subject related book, (with ISBN) he/she may be paid up to a maximum amount of Rs.30000/ or original cost of publication whichever is less.

13.For repairs of computers or hardware devices an in house repair system shall be developed with the support of Computer Science Students. For repairs of other equipment like printers, CCTV Cameras including lab material, the colleges may outsource the work through quotations up to Rs. 1 Lakh each per annum or e-procurement for expenditure more than Rs. 1 lakh per annum.

Signature valid

Digitally signed by Ghanshyam
Date: 2021.07.16 16:22:07 IST
Reason: Approved



For Commissioner of Collegiate Education