

# GOVERNANCE GUIDELINES DOCUMENT

for

Sree Educational Society's



**SREENIDHI INSTITUTE OF SCIENCE AND TECHNOLOGY**

(An Autonomous Institution)

Yamnampet Village, Ghatkesar Mandal, Hyderabad-501301



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## Introduction

This document is for the Governance of Sreenidhi Institute of Science and Technology, Ghatkesar, Hyderabad. This document of Governance has been evolved and the provisions being practiced, based on:

1. Norms of University Grant Commission, New Delhi, India for autonomous colleges[1]
2. Sree Educational Society's Rules and Regulations[2]
3. TEQIP Good Practice Guide for Governing Bodies [3]
4. JNTUH Hyderabad guidelines governing autonomous colleges
5. Best practices of Institution at present

This document reflects the suggestions contained in TEQIP Good Practice Guide for Governing Bodies [3].

The aim of bringing out this document on Governance is to put on record the structure and practices for Governance that have resulted in efficient functioning to provide benefits and satisfaction to all stake holders and hence lead to overall quality enhancement. Some indicative benefits are presented below (these are in consonance with [3]).

- Integrity at all levels of individuals, systems and organization in relation to external and internal related activities of the college.
- Strong leadership and management skills.
- Processes in place for monitoring and improving the quality of teaching and learning, and within institutions for improving that quality with appropriate student involvement
- Processes in place to deliver improvements in research quality.
- Processes in place to develop entrepreneurship skills.
- Clean and competent administration
- Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit
- Effective and transparent mechanisms to determine remuneration at all levels.

- Strong human resources processes such as appraisal, development and dealing with poor performance
- Effective student support arrangements.
- Student participation in administration for efficient running of curricular, co-curricular and extra-curricular activities
- Contribution to better performance in accreditation
- Focused awareness of institutional outputs, especially increased employability
- Processes to help follow compliances of rules and regulations

The document is structured into five sections. **Section 1:** discusses Institution's vision, mission, organizational structure and roles and responsibilities of key positions, including the differences between governance and management. **Section 2:** covers the role of Governing Body. **Section 3, 4 and 5** respectively, discuss roles and responsibilities of members, delegation of authority to different functionaries, and frequency and processes for the conduct of Governing Body meetings.

The Governing Body recognizes the need for self-review of its functioning, and provision has been made to undertake rigorous evaluation of its own effectiveness and that of its committees at least once in 5 years, and ensure that a parallel review is undertaken of the functions of senate/academic board and its committees. Effectiveness is measured against both the institution's statement of primary accountabilities and its compliance with these guidelines. Structures and processes will be revised accordingly, as part of the Governing Body's regular review processes.

## **Section 1 : Institution**

Sreenidhi Institute of Science and Technology was established in the year 1997 by Sree Educational Society (SES), Hyderabad to meet the challenges of the emerging educational trends in Engineering, Science and Technology. The college, affiliated to Jawaharlal Nehru Technological University Hyderabad (JNTUH) offers undergraduate, postgraduate engineering, Technology and Management Programs. The college also offers part-time Doctoral Programs through JNTUH.

Established in an area of 25 acres, the picturesque campus comprises buildings with striking architecture. A constant endeavor to keep abreast with technology has resulted in good infrastructure that supplements every discipline. The academic excellence achieved led the college to attain “Academic Autonomy” in the year 2010-11 from University Grants Commission (UGC) and JNTUH, Hyderabad. The college is recognized by All India Council for Technical Education (AICTE), New Delhi.

### **1.2 Vision and Mission of the College**

#### **Vision**

To emerge as a leading Center for Technical Education and Research at national level with focus to produce professionally competent and socially sensitive engineers capable of working in multicultural global environment.

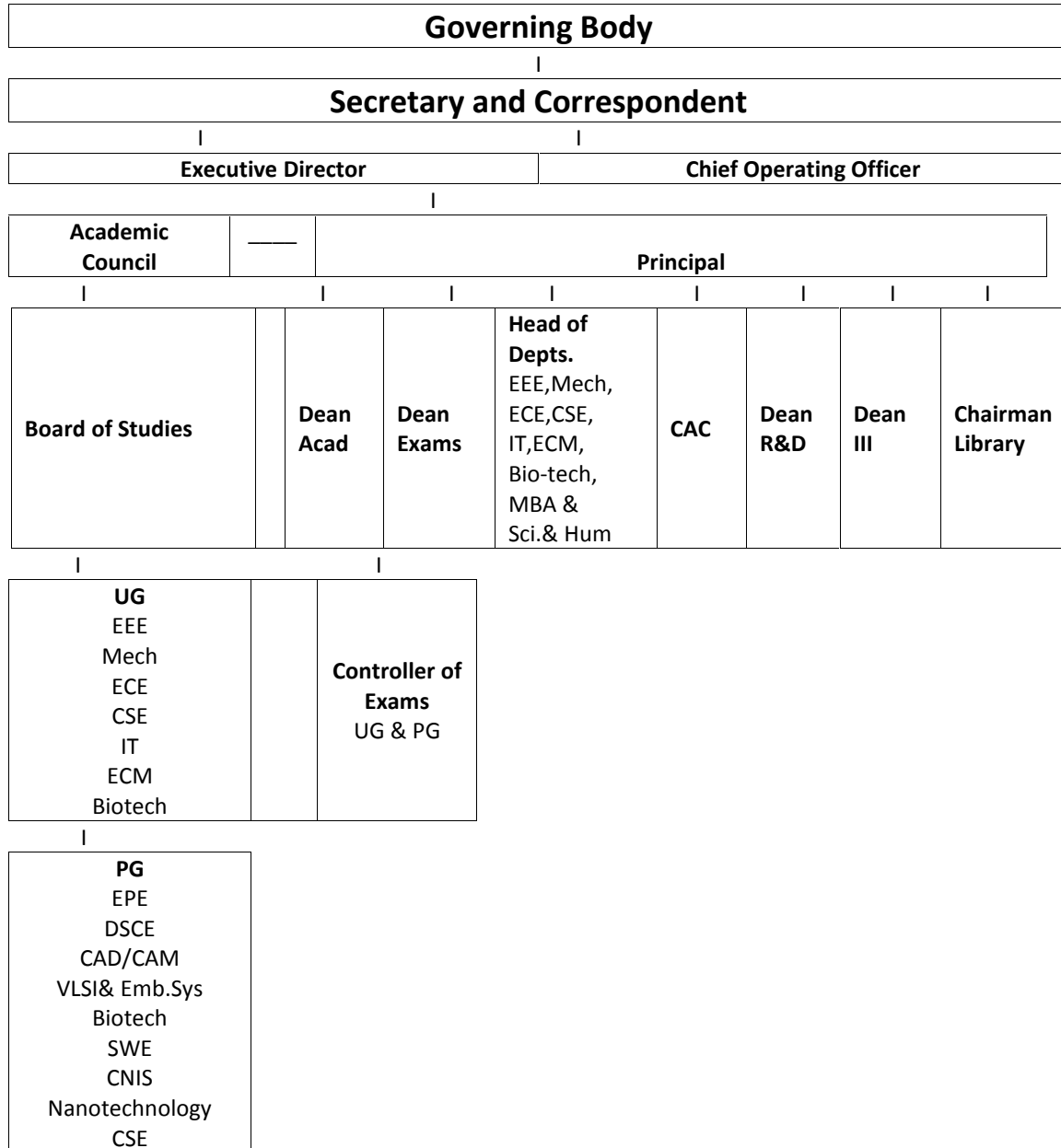
#### **Mission**

- To train the students in the fundamentals of mathematics, sciences and to provide excellent academic environment to pursue undergraduate, post graduate and Doctoral programs in chosen fields of Engineering, Science & Technology for a successful professional career.
- To be a continuous learning organization by developing strong liaison with Academia, R&D institutions and industry for exposure in practical aspects of engineering and solution of the industry related and societal problems with focus on corporate social responsibility and to imbibe skills in entrepreneurship and project management.
- To inculcate interpersonal skills, team work and leadership, professional ethics, exposure of IPR to students to become successful leaders who can promote harmony in the chosen profession and to be socially conscious and responsible.
- To promote R&D culture in students for life-long learning so that they can adapt to the changing global competitive environment of the 21<sup>st</sup> century.

## 1.2 Organizational Structure

### ORGANISATIONAL STRUCTURE OF

#### Sreenidhi Institute of Science and Technology



## **Governing Body**

Governing Body of the college has been constituted as per the norms of University Grants Commission, which is the regulatory body for approving autonomous colleges in India. It's main function is to ensure that stakeholders, including students, faculty and institutional management, as well as those from the wider society, have full confidence and trust in our institution – and that all those who have governance responsibilities and accountabilities, both within and outside institutions, carry these out effectively. As per the rules and regulations governing Sree Educational Society, the Chairman of the Society shall be the Chairman of the Governing Body of Sreenidhi Institute of Science and Technology and will be one of the five members representing the Sree Educational Society Management on the Governing Body of the College.

## **Academic Council**

The Academic Council is the highest academic body of the college and is responsible for laying down, regulating, and maintaining the standards of teaching, research and examinations in the college. It shall consists of the Principal as its Chairperson, Heads of Department, four teachers of the college representing different levels of teaching staff, not less than four experts from outside the college (representing such areas as Industry, Research and Development Laboratories, Technical Education), three nominees of the University and a faculty member, nominated by the Principal acting as Member Secretary.

## **Board of Studies**

The Board of Studies (BoS) is primarily responsible for the curriculum design, delivery and assessment carried out in the relevant Departments. Its principal concerns are:

- The general arrangements for teaching and examining
- The curriculum structure and content
- Supervision of the academic progress of students.

It also deals with any other issues referred to it by the Academic Council.

The Board of Studies is chaired by the Head of the department and members include faculty at different levels covering different specializations of the program; two experts in the subject from outside the college, nominated by the Academic Council; one expert from outside the College, nominated by the Vice-Chancellor of JNTUH, one representative from industry / corporate sector / allied area relating to placement, nominated by the Academic Council and one post graduate meritorious alumnus.

## **Principal / Head of the Institution**

The Head of the institution is the most important functionary whose stature and functioning will have a great impact on maintaining the status of the institution and its growth. The image of the institution in the region or in the State or in the nation as a whole will depend upon the administrative ability, strategic planning and its execution.

The Head of the Institution will have to exhibit the qualities of leadership internally as well as in the comity of Technical Institutions of similar standing. He plays a pivotal role for motivating the faculty, the staff and the students to do their best to promote the reputation of the institution through effective teaching and learning process, student development activities, faculty and staff development activities, innovation, R&D, extension of consultancy activities. Under his leadership, the institution must have its presence felt in the society at large and academic and industrial organizations as a whole.

The responsibilities can be assessed based on the level of achievement of each of the factors that indicate the functioning and effectiveness of the institution as detailed hereunder:

- I) The Head of institution is responsible to the Governing Body for advice on strategic plan and for the management of the institution.

The Head of the Institution is accountable to the Governing Body, which reviews the functioning and growth of the institution in relation to the authority and powers vested on him

- II) Head of the institution has the following responsibilities:
  - 1. Policy planning and providing academic and administrative leadership.
  - 2. Academic and administrative management of the institution.
  - 3. To co-ordinate with Deans, Directors and Heads of Departments / Sections for the smooth running and further development of the institution.
  - 4. Monitoring and Evaluation of academic and research activities.
  - 5. Promotion of industry-institution interaction and R&D activities.
  - 6. Providing consultancy services.
  - 7. Participation in policy planning at the regional / State / National level for development of technical education.
  - 8. Managing Internal Quality Assurance Cell (IQAC) as per NAAC Regulations to maintain norms and standards.
  - 9. To ensure Students' and stakeholders' delight about the functioning, services provided and accomplishments.
  - 10. To continue to improve the performance of the institution to achieve higher rating of the institution at National level.



11. To submit for assessment of the Institution, by National and International Accreditation Bodies, from time to time.
12. To ensure all-round development of the student in Academic, Co-curricular and extra-curricular activities which improve their professional competence, communication skills, soft skills and team skills in order to ensure their employability.
13. To propose to the Governing Body various motivational methods for improved performance of faculty, staff and students which will show-case the institution by their efforts and achievements.
14. In the World Bank scheme of TEQIP Phase II, there are certain obligations on the institution with regard to the performance of the institution from time to time through monitoring and ensuring key performance indices as detailed hereunder. The Head of the institution has to ensure the targets are reached in time with regard to:
  - Transition rate of students' from first to second year and subsequently up to completion of the program, should be enhanced.
  - Registration of students and Faculty for Masters and Doctoral Programs in Engineering Technology & Science disciplines.
  - Revenue generation from R&D, Consultancy and other resources.
  - Increase in number and quality of publications in National and International journals.
  - Networking between academic institutions, R&D organizations and industries.
  - Enhancement of campus placements in terms of number of reputed organizations visiting the campus and also the number of students selected.
  - Accreditation Status of various programs being conducted in the institution, and to submit applications to various accreditation agencies from time to time.
  - Vacancy position of faculty and staff and to ensure availability of required strength as per norms.
  - The requirement of percentage of faculty in Engineering with Ph.D degree by the end of TEQIP Phase II and to ensure recruitment of necessary number of faculty.
  - Organizing Pedagogy and subject related courses to faculty and innovation and entrepreneurship awareness programs for students.
  - To ensure helping hand for sister institutions and mentoring them for accreditation process.
  - Inculcating and encouraging faculty to go for Patents, in order to satisfy the requirements.

To ensure smooth functioning of operational and academic activities the Head of institution shall be supported by different Deans such as the Dean Examination, Dean Research and Development & Planning and others. A College Academic Committee (CAC) shall exist. The CAC will play an important role at the institution level and help the Head of Institution to plan, implement and monitor the academic and day-to-day administrative activities and also new initiatives.

## **Dean**

### **Role : Dean – Academic**

#### **Responsibility**

##### **a) Student Instructions**

- He/She will assist the Principal in finalization of prospectus, syllabi, academic calendar, registration, examination and classroom arrangement for proper teaching.
- He/She will assist the Principal in conducting the mid semester, end semester or any other component of examinations.
- He/She will be responsible for maintenance of up-to-date academic records of students.

##### **b) Issue of certificate/medals:**

- He/She will assist the Principal for issue of certificates/medals/scholarships and prizes to students as per norms.

##### **c) Formulation of new courses:**

- He/She will assist the Principal in the formulation of new courses.

##### **d) Reporting officials**

CAC, BOS Chairman shall be reporting to the Dean (Academic) for related official matters.

#### **Authority**

- To approve the academic calendar, Registration of students, Conduct Academic Council Meeting
- He/She will be authorized to sanction up to Rs.15,000/- from the allocated budget on the recommendation of the concerned official.

## **DEAN : Examinations**

Role : Coordinating the Examination activities

Responsibility

- Announce the schedule of Semester End Examination as per the dates defined in the academic calendar.
- Organize setting of question papers, schemes of evaluation and solution, scrutiny of question papers, printing of question papers and stationary
- Conduct the Semester End Examination and arrange for valuation
- Arrange of compilation of results and announce the results

### Authority

Plan and conduct the semester end examinations. Ensure required discipline on all such matters

Head of the Department

### Role : Head of the Department

Responsibility:

- Academic and administrative management of the department
- Providing leadership in both postgraduate and undergraduate courses in relevant field of specialization
- Teaching, Research and research guidance
- Consultancy services
- Policy planning, Monitoring and Evaluation and Promotional activities both at departmental and institutional level
- Participating in Curriculum development and developing resource materials
- Design and development of new programs
- Continuing education activities
- Interaction with industry and society

- Students' counseling and interaction
- Administration both at Departmental and institutional levels
- House keeping
- Student and stakeholders' satisfaction.

Authority:

- Approval of teaching plans

**Internal Quality Assessment Cell (IQAC)**

All academic and administrative processes that are internal to the institution are run according to the SNIST-IQAC developed as per NAAC.

**Section 2: Role of Governing Body**

**A. Primary accountabilities**

The Governing Body is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

**A.1 To approve the mission and strategic vision of the institution**

Governing Body has a duty to enable the college to achieve and develop its mission and primary objectives for learning, teaching and research.

This responsibility includes considering and approving the institution's strategic plan, which should set out the academic aims and objectives of the institution and identify the financial, physical and staffing strategies necessary to achieve these objectives. The institution should adopt a risk-based approach to strategic planning.

It is the duty of the Governing Body to oversee the creation and delivery of the strategic vision and direction of the institution. This will encompass the purpose and mission of the institution. However, it is the responsibility of the Head of the institution and the executive to convert the strategy into detailed operational planning that is delivered consistent with the values, purpose and mission of the institution.

At the institution level a team comprising the Head of Institution, Deans, Heads of Departments and senior faculty, shall formulate a draft strategic plan. The same shall be placed before the

Governing Body for its consideration and approval. The strategic plan is reviewed after five years.

A.2 To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability

A.2.1 Finance

Financial responsibilities of the Governing Body include:

- a. Ensuring the solvency of the institution and safeguarding its assets
- b. Approving the financial strategy
- c. Approving annual operating plans and budgets which should reflect the institution's strategic plan
- d. Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements / contracts / memorandum
- e. Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to managers at appropriate levels
- f. Ensuring the existence and integrity of risk management, control and internal governance systems and monitoring these through an audit committee.
- g. Receiving and approving annual accounts (audited financial statements) and periodically monitor the capital and operating expenses (at least once in a quarter) to ensure that the finances of the institution is managed as per the approved plan and to approve genuine variations, if any.

Detailed monitoring of the financial position and prospects, together with the appropriate levels of expenditure approval is delegated to a Finance Committee formed as per the norms of UGC.

Governing Body shall ensure that there exists a clear and well-established audit procedure of all the financial aspects of the institution. The auditors appointed by the parent organization Sree Educational Society and Director of Technical Education shall carry out financial audit of the institution. The Governing Body shall receive and approve the audited annual financial statements in a timely fashion.

### **A.2.2 Procurement**

Governing Body shall ensure that there is a sound system of internal control, with responsibilities for ensuring the delivery of value for money (VFM) from public and institutional funds without compromising quality, transparency and fairness to all stakeholders. The Governing Body will review the functioning of the procurement system periodically.

GOVERNING BODY shall ensure that value-for-money (VFMN) in procurement is achieved through obtaining assurances that:

- Adequate internal procurement policies and procedures are in place
- Policies and procedures are consistently applied, and there is compliance with relevant legislation
- Procurement is carried out in an open and transparent manner without any entry barriers and all eligible suppliers, manufacturers and consultants are allowed to participate

To obtain these assurances Governing Body shall ensure that their risk management framework and reporting mechanisms give adequate coverage of fairness and transparency of procurement processes; value for money achieved in the outcomes and risks. The institutions procurement procedures, including procedures for governing conflicts of interest relating to procurement matters, should form part of the Financial Regulations, which should be approved by the Governing Body.

### **A.3 To monitor Institutional performance and quality assurance arrangements**

Governing Body is responsible for monitoring institutional performance against plans and approved key performance indicators (KPIs), which should be appropriately benchmarked, where possible against the institutions.

- The Governing Body actively measures and monitors institutional performance, including through the use of agreed KPIs which are both realistic and challenging
- The Governing Body regularly reviews comparative institutional performance with relevant peer institutions with a process such as benchmarking
- The Head of the Institution shall submit a report to the Governing Body based on the KPIs set by the GOVERNING BODY
- Based on the reviews, the Governing Body shall advise and guide the institution to address the gaps.

#### **A.4 To appoint and review performance of different managerial / administrative positions of the institution**

- The Governing Body shall be responsible for appointing the Head of the Institution and to put in place suitable arrangements for monitoring his/her performance
- Governing Body responsibility also includes appointment of Dean (Academic), Dean (Research and Development), Controller of Examinations, and any such positions requested by the Head of the institution
- The Governing Body shall review the performance of managerial / administrative positions of the institution.

##### **A.4.1 To establish Human Resources and Employment Policy**

Governing Body shall ensure that a policy is in place regarding human resources development and employment for the institution. It shall also ensure that a procedure is in place for managing and monitoring of human resources.

##### **A.4.2 To support global, national and local collaborations between institution and academic partners, research and industry**

The Governing Body shall help to create and support global, national and local collaborations between institution and academic partners, research and industry and others who support the mission and objectives of institutions.

##### **A.4.3 To institute scholarships, fellowships, studentships, medals, prizes and certificates**

The Governing Body shall formulate the norms for instituting scholarships, fellowships, studentships, medals, prizes and certificates. As per the norms, the College Academic Council shall consider instituting of scholarships, fellowships, studentships, medals, prizes and certificates and recommend the same to the Governing Body.

##### **A.4.4 To approve requests for new programs of study leading to degrees**

Governing Body shall consider and approve (on merit) the request of the institution to start a new program of study leading to degree on the recommendation of the College Academic Council.

## B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

### B.1 To promote Transparency and Openness at every level

The Governing Body shall ensure the existence of a mechanism for providing relevant information to students, faculty, the general public and potential employers of graduates on all aspects of institutional activity relating to academic performance, finance and management.

The Governing Body shall publish an annual report during March every year from 2015. This report shall include academic, research, extra-curricular and sports achievements of staff and students, and the financial statement of the college.

The minutes of the Governing Body are made available on website of the college.

### B.2 Register of interests of members of Governing Body

The Member Secretary shall maintain a register of interests of all members of the Governing Body along with their resume. The register should be publicly available and should be kept up to date.

## C.KEY ATTRIBUTES OF GOVERNING BODIES

### C.1 Structure of Governing Body / Board of Governors

In this section, the structure of Governing Body as required by the regulatory body, along with the scope of the Governing Body to appoint other private members, period of appointment and the method of appointment, is set out.

#### C.1.1. Representation to the Governing Body from different stakeholders

As per the requirement of the University Grants Commission, which is regulatory body for approving autonomous colleges in India, the following structure for Governing Body / Board of Governors is presented.

**Table 1 : Structure of Governing Body as proposed by UGC, New Delhi**

Sl No	Position	No	Category	Remarks	Period
1	Chairman	1	Management of Sree Educational Society	As per the rules and regulations, governing the SES, the Chairman of the Society shall be the chairman of the Governing Body of SNIST and will be one of the	As per the SES society norms
2	Members	4	Management of Sree Educational Society		



				five members representing the SES management on the Governing Body of the College	
3	Member	2	Faculty of the College	Nominated by the Principal based on seniority	2 years from the date of appointment
4	Member	1	Educationist or Industrialist	Nominated by the SES Society Management	2 years from the date of appointment
5	Member	1	UGC Nominee	Nominated by the UGC	6 years from the date of appointment
6	Member	1	State Government Nominee	Nominated by State Government Academician not below the rank of Professor Or State Government official of Directorate of Higher Education / State Council of Higher Education	As per State Government
7	Member	1	University Nominee	Nominated by the University	As per University
8	Member	1	AICTE Nominee	Nominated by AICTE	As per AICTE
9	Member Secretary	1	Principal of the College	Ex-officio	--

### C.1.2 Independent members – co-opted members

Apart from members as required by the regulatory body UGC, the Governing Body in its capacity can appoint additional external full-time members, independent to the institution, to carry out its primary accountabilities and to ensure the confidence of its stakeholders and constituents. The term of such members shall be for a period of two years. In addition to independent members the Governing Body may appoint co-opted members, who are invitees for a temporary period to meet the specific requirements.

### C.1.3 Students' participation in BOS of College

Governing Body has representation of student members on the Board of Studies to collect feedback on teaching-learning, research and administrative issues affecting their academic activities and personal growth and these would be carried over to Governing Body for information and action, if necessary.

## C.2 Roles and Responsibilities of Governors

The roles and responsibilities of Chairman, Members and Head of the institution are presented in this section.

### C.2.1 Chairman

Some of the significant roles and responsibilities of the Chairman are listed below:

- The Chairman is responsible for the leadership of the Governing Body and ultimately to the stakeholders for its effectiveness.
- As Chairman of its meetings, he/she should promote Governing Body well-being and efficient operation, ensuring that its members work together effectively and have confidence in the procedures laid down for the conduct of business.
- The Chairman is responsible for ensuring that the Governing Body operates effectively, discuss those issues which it needs to discuss, and dispatches its responsibilities in a business-like way.
- The Chairman should ensure that the Governing Body exercises collective responsibility;
- The Chairman should ensure that any conflict of interest is identified, and managed appropriately.
- The Chairman shall ensure that an up-to-date Register of the interests of members of Governing Body is maintained.
- The Chairman shall be responsible for ensuring that the Governing Body exercises efficient and effective use of the resources of the institution for the furtherance of its purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control.
- The Chairman is responsible for ensuring that the Governing Body exercises control over the strategic direction of the institution, through an effective planning process, and that the performance of the institution is adequately assessed against the objectives, which the Governing Body has approved.
- The Chairman should have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- The Chairman shall maintain a good relation with head of the institution and will not participate in day to day functioning of the institution.

### C.2.2 Members

Individual members of Governing Body should at all times conduct themselves in accordance with best interests of stake holders: selflessness, integrity, objectivity, accountability, openness,

honesty and leadership. They should participate actively and contribute so that role of Governing Body (Section II) is met. Some of the significant roles and responsibilities of the members are enumerated below:

- Participate and guide in developing strategic plans
- Attend brainstorming sessions for new initiatives and guide the discussions
- Monitor the reviews of processes/procedures and changes in these from time to time
- Review procurement procedures and audit for any issues / concerns
- Members can be inducted into Sub-Committees for new initiatives depending on their capabilities in that particular subject.

### C.2.3 Head of the Institution

The Head of the institution is the most important functionary whose stature and functioning will have a great impact on maintaining the status of the institution and its growth. The image of the institution in the region or in the State or in the nation as a whole will depend upon the administrative ability, strategic planning and its execution.

The Head of the Institution will have to exhibit the qualities of leadership internally as well as in the comity of Technical Institutions of similar standing. He plays a pivotal role for motivating the faculty, the staff and the students to do their best to promote the reputation of the institution through effective teaching and learning process, student development activities, faculty and staff development activities, innovation, R&D, extension of consultancy activities. Under his leadership, the institution must have its presence felt in the society at large and academic and industrial organizations as a whole.

The responsibilities can be assessed based on the level of achievement of each of the factors that indicate the functioning and effectiveness of the institution as detailed hereunder:

- III) The Head of institution is responsible to the Governing Body for advice on strategic plan and for the management of the institution.

The Head of the Institution is accountable to the Governing Body, which reviews the functioning and growth of the institution in relation to the authority and powers vested on him

- IV) Head of the institution has the following responsibilities:
1. Policy planning and providing academic and administrative leadership.

2. Academic and administrative management of the institution.
3. To co-ordinate with Deans, Directors and Heads of Departments / Sections for the smooth running and further development of the institution.
4. Monitoring and Evaluation of academic and research activities.
5. Promotion of industry-institution interaction and R&D activities.
6. Providing consultancy services.
7. Participation in policy planning at the regional / State / National level for development of technical education.
8. Managing Internal Quality Assurance Cell (IQAC) as per NAAC Regulations to maintain norms and standards.
9. To ensure Students' and stakeholders' delight about the functioning, services provided and accomplishments.
10. To continue to improve the performance of the institution to achieve higher rating of the institution at National level.
11. To submit for assessment of the Institution, by National and International Accreditation Bodies, from time to time.
12. To ensure all-round development of the student in Academic, Co-curricular and extra-curricular activities which improve their professional competence, communication skills, soft skills and team skills in order to ensure their employability.
13. To propose to the Governing Body various motivational methods for improved performance of faculty, staff and students which will show-case the institution by their efforts and achievements.
14. In the World Bank scheme of TEQIP Phase II, there are certain obligations on the institution with regard to the performance of the institution from time to time through monitoring and ensuring key performance indices as detailed hereunder. The Head of the institution has to ensure the targets are reached in time with regard to:
  - Transition rate of students' from first to second year and subsequently upto completion of the program, should be enhanced.
  - Registration of students and Faculty for Masters and Doctoral Programs in Engineering, Technology and Science disciplines.
  - Revenue generation from R&D, Consultancy and other resources.
  - Increase in number and quality of publications in National and International journals.
  - Networking between academic institutions, R&D organizations and industries.
  - Enhancement of campus placements in terms of number of reputed organizations visiting the campus and also the number of students selected.

- Accreditation Status of various programs being conducted in the institution, and to submit applications to various accreditation agencies from time to time.
- Vacancy position of faculty and staff and to ensure availability of required strength as per norms.
- The requirement of percentage of faculty in Engineering with Ph.D degree by the end of TEQIP Phase II and to ensure recruitment of necessary number of faculty.
- Organizing Pedagogy and subject related courses to faculty and innovation and entrepreneurship awareness programs for students.
- To ensure helping hand for sister institutions and mentoring them for accreditation process.
- Inculcating and encouraging faculty to go for Patents, in order to satisfy the requirements.

To ensure smooth functioning of operational and academic activities the Head of institution shall be supported by different Deans such as the Dean Examination, Dean Research and Development & Planning and others. A College Academic Committee (CAC) shall exist. The CAC will play an important role at the institution level and help the Head of Institution to plan, implement and monitor the academic and day-to-day administrative activities and also new initiatives.

### C.3 Delegation

In the absence of Chairman, the Governing Body delegates authority to be chaired by Secretary / Correspondent Dr.K.T. Mahhe to act on his behalf.

#### C.3.1 Delegation to Chairman

The Governing Body may grant delegated authority to the Chairman to act on its behalf between meetings. Action taken under delegated authority will normally be under urgent need or of routine nature after following a set of procedures. The member convener needs to bring this action of the Chairman to the notice of Governing Body when it meets next time and get the ratification of the action taken by the Chairman

### C.3.2 Delegation to Committees

It is a common practice for a Governing Body to delegate some of its powers and to allocate some of its work to committees. Such matters are likely to include; the review and approval of the institutions annual estimate of income and expenditure and audited financial statements; decisions regarding academic autonomy to academic council etc. Committees should distinguish between issues on which they are empowered to take decisions, and issues that they must refer to the Governing Body for decision.

### C.3.3 Delegation to Head of the institution

It is a common practice for a Governing Body to delegate some of its powers and to allocate some of its work to head of institution which are of routine nature apart from managerial and development work of the institution. Such matters are; applying for approval to regulatory bodies, declaration of provisional results etc. The head of institution needs to bring this action to the notice of the Chairman and Governing Body when it meets next time.

### C.3.4 Delegation to other functionaries

Appointment of some of the functionaries like Deans may be approved (on merit) by the Governing Body as per the recommendation of the Head of institution, so as to help the head of institution to implement the decisions of the Governing Body.

## C.4 Frequency, Processes and rules for conduct of Governing Body Meetings:

The Governing Body meetings shall be conducted at least four times in an academic year.

The following processes shall be followed for the conduct of Governing Body meeting.

- In consultation with the Chairman of Governing Body the date, time, venue and agenda for the Governing Body meeting shall be fixed by the Principal of the institution who is also the Member Secretary of the Governing Body. The Meeting notice to attend the meeting along with agenda for the meeting shall be sent to all members and invitees by the Member Secretary of the Governing Body at least two weeks earlier to the date of the meeting.
- Pre-agenda notes shall be sent to all members by the Member Secretary of the Governing Body so as to reach earlier to the meeting. This shall contain the minutes of the earlier Governing Body Meeting, the action taken report on the resolutions of the earlier Governing Body meeting, and notes on action agenda and information agenda of the present meeting.

- On the day of meeting the above information in the pre-agenda notes along with notes on table agenda (Table agenda are included with the permission of the Chairman) shall be made available to all members by the Member Secretary of the Governing Body. Fresh table agenda may also be included by the permission of the Chairman at the time of the meeting by any of the member.
- The proceedings shall be prepared by Member Secretary of the Governing Body and shall be circulated to all the members and the minutes of the meeting shall be finalized.

The Member Secretary of the Governing Body shall preserve the minutes of the meeting and extract of the same shall be made available to the concerned person / team.

The minutes of the Governing Body shall be made available on web-site of the college except for the content which is related to personal information, not open to discussion by the whole Governing Body, some commercially sensitive material and as felt confidential by the Governing Body and declared as 'Reserved'.

The Governing Body shall conduct itself in accordance with rules as per the document "Memorandum and Rules & Regulations of Sree Educational Society, Hyderabad, 30<sup>th</sup> December 1996.

## **D EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES**

### **D.1 Induction and Development**

It is the responsibility of the Chairman of the Governing Body / nomination committee working with the member secretary as appropriate, to ensure that all members of the Governing Body, when taking up office, be fully briefed on the terms of their appointment and be made aware of the responsibilities placed on them for the proper governance of the institution. They shall receive copies of background documents at the time of their appointment. These could include:

- A copy of the institution's governance document
- The institution's annual report, audited financial statements, and financial forecast
- The overall strategic plan, and strategy documents covering areas such as learning and teaching, research, widening participation and estates
- Notes describing the institution's organizational structure
- The rules and procedures of the Governing Body

One-day induction program for new members as and when they are taken on board will be conducted so that they can perform governance responsibilities satisfactorily. The existing members shall be given opportunities for further development through 'Management Development Programs' to discharge their individual and collective responsibilities effectively.

#### **D.2 Performance review of the Governing Body in meeting strategic goals and objective of the institutions**

The Governing Body shall review their effectiveness regularly. Effectiveness of the GB and that of the committees shall be measured against meeting strategic goals and objectives of the institution once in 5 years. The review process may result in revision of its structure or processes as the case may be.

The Governing Body may also wish to engage persons independent to the institution to assist in the process of review of its effectiveness as well as other internal boards and committees.

### **E REGULATORY COMPLIANCE**

To ensure the compliance of regulatory bodies

The Governing Body shall ensure the compliance with statutes, ordinances and provisions regulating the institutions, such as AICTE, UGC, State Governments and affiliating university; and subject to these, take all final decisions on matters of fundamental concern to the institution. This will be ensured through the report by the Head of the institution, on a regular basis to the Governing Body.

The Governing Body shall also ensure the 'not-for-profit' purpose of the institution and accreditation by national / international professional bodies to assure quality to all its stakeholders.



## 1. Finance Committee

The primary objective of the Committee is to assist the Governing Body in detailed monitoring of the financial position and prospects, together with the appropriate levels of expenditure approvals.

### Composition:

- a. The principal (Chairman)
- b. One person to be nominated by the Governing Body of the college for a period of two years.
- c. 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:

- i Budget estimates relating to the grant received/receivable from UGC, and income from fees etc. collected by the college.
- li Audited accounts for the above.

### Reporting Responsibilities

On financial matters, the committee shall make recommendations and report to the Governing Body on a regular basis, and in any event, when such reports or recommendations are requested by the Governing Body

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*This document has drawn considerably from "TEQIP Good Practice Guide for Governing Bodies December 2012".*

*The institution and the Governing Body places on record its appreciation for the guidance provided and thanks the authors responsible for it.*

*[1]GUIDELINES FOR AUTONOMOUS COLLEGES DURING THE ELEVENTH PLAN PERIOD (2007 – 2012) <http://www.ugc.ac.in/oldpdf/xiplanpdf/revisedautonomous240709.pdf>*

### References

*[2] Constitution and Rules, Sree Educational Society, Hyderabad, 30<sup>th</sup> December 1996*

*[3] Enhancing the Capabilities of Technical Education Institutions in India TEQIP Good Practice Guide for Governing Bodies December 2012. A Government of India, Ministry of Human Resources Development and World Bank Initiative in partnership with State Governments of India.*