

VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)

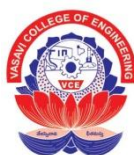
9-5-81, Ibrahimbagh, Hyderabad-500031

Phone : 040-23146002, 23146003, 23146081, Fax: 040-23146090

www.vce.ac.in

GOOD GOVERNANCE GUIDELINES DOCUMENT

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SPONSORED BY VASAVI ACADEMY OF EDUCATION

Autonomous under UGC and affiliated to Osmania University, Hyderabad

Approved by AICTE, New Delhi

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INTRODUCTION

The guidelines published in this document are for the Governance of Vasavi College of Engineering (Autonomous) sponsored by Vasavi Academy of Education (VAE), Hyderabad, Telangana. The document is a fusion product based on

- a. The University Grants Commission, New Delhi, India guidelines for autonomous colleges.
- b. Bye laws of Vasavi Academy of Education, Hyderabad, Telanagna.
- c. TEQIP Good Practice Guide for Governing Bodies, December 2012.
- d. Osmania University rules and regulation for affiliated colleges
- e. Previous documents viz Administrative manual of the college
- f. Existing Best Practices in the institution.

As per the guidelines of TEQIP-II, this ***Good Governance Guidelines Document*** has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilisation of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

- to strengthen the existing good practices
- to implement transparency at all levels of governance and administration
- to follow integrity in appointments at all levels
- to strengthen the Industry-Institute interaction
- to establish fair and transparent processes in internal control
- to comply with rules and regulations
- to establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- to involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- to maintain registry of interests of members of governing body
- to achieve optimum utilization of infrastructure, resources for better output
- to establish processes in risk management.
- to meet the requirements of accreditations
- to enhance the quality of teaching-learning process
- to set up centres of excellence in research & development and enhancement of quality of research and consultancy.
- to set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self appraisal of faculty and staff.
- To create bench marking with other institutes of repute.
- To accomplish appraisal of Head of the Institution.

The document provides information on organisation of the institute along with its organization structure, functions, and responsibilities of all four statutory bodies namely Board of Governors (BoG), Academic Council, BOS and Finance Committee as per the UGC guidelines for autonomous colleges. In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-saturatory committees formed for the smooth and effective functioning of the college.

Section. 1 : PREAMBLE

Title, application, and the authorities to interpret, clarify, modify and to amend

- a) The regulations stated herein below shall be called the Vasavi College of Engineering (Autonomous) “**Good Governance Guidelines Document**”.
- b) These regulations shall be in force from the academic year by the date of ratification by the Governing Body of the college.
- c) In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the Governing Body and its decision shall be final.
- d) The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations.

1.2 DEFINITIONS

In this document, unless there is anything repugnant to the subject or context

- i. “**College**” means “Vasavi College of Engineering (autonomous), Ibrahimbagh, Hyderabad”.
- ii. “**Student**” means a candidate who has taken admission into B.E/M.E/M.Tech/MCA course of this college as per the guidelines stipulated from time to time by the Government of Telangana for admissions into various courses of study and the affiliating university, i.e Osmania University, Hyderabad.
- iii. “**Government**” means the Government of Telangana.
- iv. “**Board of Governors**” means the members of Governing Body constituted as per the guidelines of UGC.
- v. “**Academic Council**” means the Academic council constituted as per the guidelines of UGC.
- vi. “**Board of Studies**” means Board of Studies constituted in each department as per the guidelines of UGC
- vii. “**Finance Committee**” means the committee constituted as per the guidelines of UGC to look into financial aspects of the institution
- viii. “**Chairman**” means chairman of the Board of Governors of Vasavi College of Engineering (Autonomous)

- ix. **“President”** means the President of Vasavi Academy of Education, Hyderabad.
- x. **“Secretary”** means the Secretary of Vasavi Academy of Education, Hyderabad.
- xi. **“Principal”** means the Head of the institution
- xii. **“Controller of Examinations”** means the Controller of Examinations of the College
- xiii. **“Head of the Department”** means the Head of an Academic Department of the College.
- xiv. **“Faculty member”** means the teacher (Assistant/Associate/Professor) working on regular or adhoc basis in any of the Academic Departments of the College.

Section. 2 : ABOUT THE INSTITUTION

Established in the year 1981 by Vasavi Academy of Education under the stewardship of Late Sri Pendekanti Venkata Subbaiah, a veteran statesman of independent India and by a few eminent people from different walks of life, Vasavi College of Engineering represents a rich tradition of excellence in technology based education in a stimulating environment. From a modest beginning with just three undergraduate programs, viz., B.E. degree programs in Civil, Mechanical and Electronics & Communication Engineering, it has now grown into a mighty centre of learning with excellent infrastructure, offering six undergraduate programs, viz., B.E. in Civil, Mechanical, Electrical & Electronics, Electronics & Communication Engineering, Computer Science & Engineering, and Information Technology, in addition to a 3-year postgraduate program in Computer Applications (MCA), and a 2-Year Postgraduate Programmes in CSE, ECE, EEE and Mechanical Engineering.

The college has acquired been recognition under the sections of 2(f) and 12(B) of the UGC Act. It is recognised by AICTE and affiliated to Osmania University, Hyderabad. The college was conferred autonomous status by the UGC and by Osmania University for a period of six years from 2014-15 to 2019-20.

The Center for Counseling and Placement at Vasavi College of Engineering provides personal and career-related support to its students. The educational experience at the college is enlivened and enriched by an array of extra-curricular activities to fulfill the cultural and emotional needs of students.

The all round development of a student is achieved by exposing him/her to the outside world in a systematic and well planned manner. Just not marks and ranks, but also ethics and morals are incorporated into psyche of a student at the college in a cautious way. This unification of tradition and technology makes the college an ultimate adobe of learning.

2.1 VISION, MISSION , QUALITY POLICY AND POLICY STATEMENT

THE VISION

Striving for a symbiosis of technological excellence and human values

THE MISION

To arm the young brains with competitive technology and nurture the holistic development of the individuals for a better tomorrow

QUALITY POLICY

Education without quality is like a flower without fragrance. It is our earnest resolve to strive towards imparting high standards of teaching, training and developing human resources.

POLICY STATEMENT

We are committed to developing and advancing the college as an institution of higher learning by offering quality education through excellent infrastructure, quality teaching learning process and congenial ambience. The innate talents of students are nurtured through overall development by providing a number of curricular, co-curricular and extracurricular activities. We are also committed to implementing effective and transparent appraisal system.

A good exposure to the students will be offered through enhanced industry-institution interaction, MOUs, expert lecturers, entrepreneurship, research and consultancy.

The college provides conducive work environment to the faculty and staff by offering best facilities and salaries as per the UGC guidelines for knowledge update, qualification improvement, etc.

2.2 GOALS OF THE COLLEGE

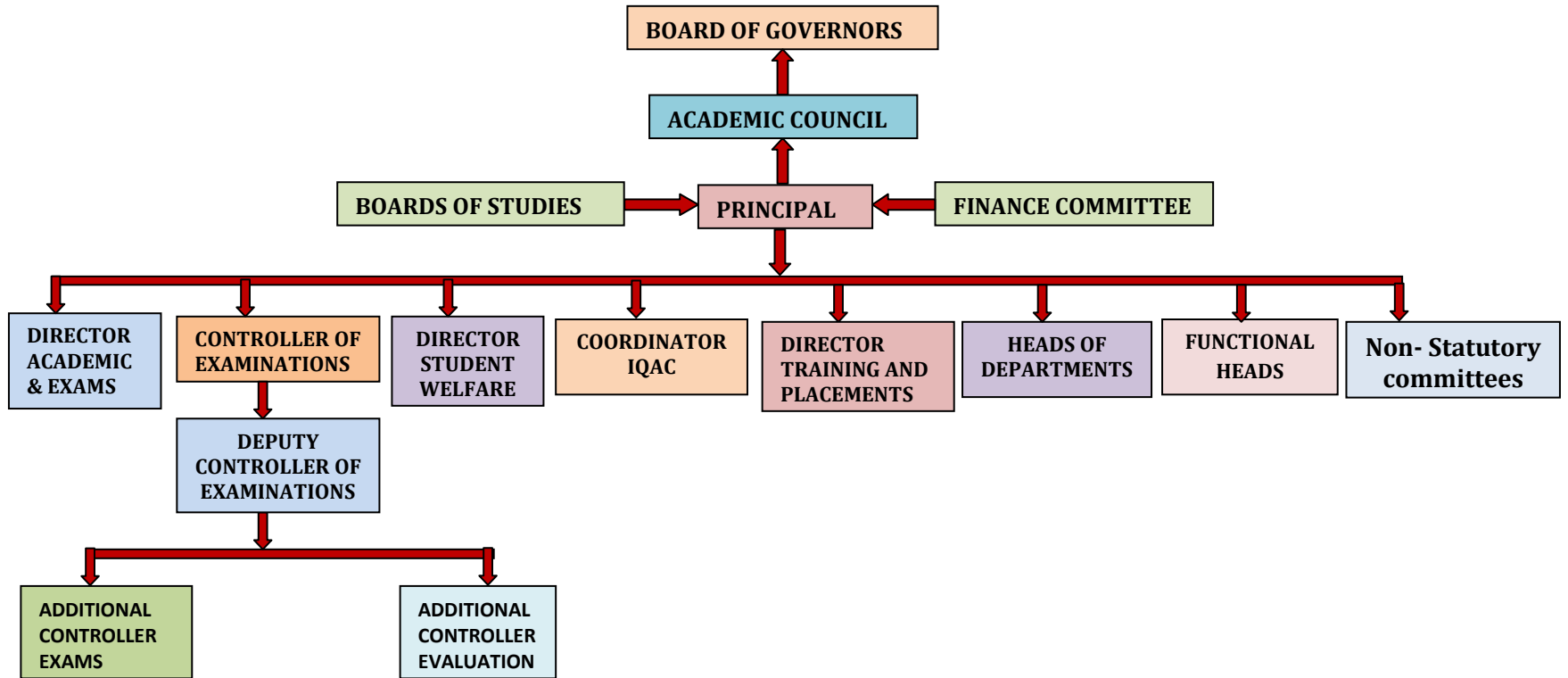
Short Term Goals

- ❖ Constant upgradation of syllabus to bridge gaps between learning outcomes and employability.
- ❖ Upgrading quality of faculty and staff through extensive training in content, pedagogy, management capacity building and qualification upgradation.
- ❖ Improving interaction with industry and alumni and involving them in a variety of institutional activities and growth.
- ❖ Special support to weak students, focusing on ensuring equity among all categories of students and introducing the concept of Finishing School.
- ❖ Inculcating team spirit and helping fellow students through Peer Learning Groups
- ❖ Improving employability of students through strong training and placement services.
- ❖ Encouraging innovation and self-employment through entrepreneurship development and creation of incubation cell.
- ❖ Keeping abreast of global academic culture through collaborative activities with institutions and universities.
- ❖ Encouraging multidisciplinary/interdisciplinary activities by introducing variety of multidisciplinary electives.
- ❖ Offering value-added courses beyond the curriculum during off hours for students and local community.
- ❖ Creating future faculty by introducing a system of teaching/research assistantships to PG students and encouraging them to pursue teaching.

Long Term Goals

- ❖ Sponsored and collaborative research with industries, tailor-made training for working professionals, testing and calibration services.
- ❖ Involving external experts to offer special courses to the students in the college.
- ❖ Transforming faculty from primarily teaching to research, development and innovation.
- ❖ Inviting industry to start value added programmes in the college.
- ❖ Offering online and offline courses through video conferencing, electronic library, World Wide Web etc.

Section. 3 : ORGANIZATIONAL STRUCTURE



Section. 4 : GOVERNANCE OF THE COLLEGE

Statutory bodies

The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC:

1. Board of Governors
2. Academic Council
3. Board of Studies
4. Finance Committee

4.1 : BOARD OF GOVERNORS

The Board of Governors is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

The Board of Governors of the college has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines for autonomous colleges during the eleventh plan period (2007-2012)(as modified up to 8th January, 2013).

The main objective of the Board of Governors is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.

Vasavi Academy of Education (VAE), the sponsoring academy of the college, in one of its executive meetings resolved to have an eminent educationist as the chairman of the Board of Governors, even though the UGC empowers the president of the society as the chairman of BOG. The VAE felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future. As per the UGC guidelines, five members of the Governing Body of VAE will represent on the Board.

A. THE PRIMARY ACCOUNTABILITIES

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

A1. To approve the mission and strategic vision of the institution

The prime duty of the BoG is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priority as time passes. It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders viz students, parents, alumni, employers, local communities, government and others representing public interest.

The BoG should be supported by various other committees in aspects like revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BOG suggestions.

The strategic plan may be reviewed once in five years.

A2. To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability

The **Board of Governors** shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- Submit to the AFRC/State Government the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college, on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

A3. To monitor institutional performance and quality assurance arrangements

The **Board of Governors** shall advise the institute from time to time in respect of the following:

- Timely submission of documents for accreditation
- Ensuring that the statutory requirements are met in respect of accreditation for the purpose of maintaining quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution
- Carrying out gap analysis and indentifying the areas for improvement.

A4. To put in place suitable arrangements for monitoring the performance of managerial and administrative positions

Members of Board of Governors shall ensure that

- the Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of decentralisation
- the Head of the institution shall plan the future growth of the institution
- the required documentation is maintained to meet the statutory requirements
- that processes to evaluate the performance of Head of institution are established.

B. Openness and transparency in the operation of governing bodies

In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by the Board of Governors.

B1. To promote of transparency and openness at every level

- all the minutes of meetings of various committees should be available for the important stake holders
- Preparing annual reports showing the activities in an academic year and putting the report on the website.

- Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are widely publicised both within and outside the institution.

B2. To maintain register of interests

All members of BOG shall give a declaration of interests, if any in the working of the institute. The register of interests should be collected and made available to the stakeholders and keep them updated whenever necessary.

C. KEY ATTRIBUTES OF GOVERNING BODIES

The BoG has been constituted in accordance with the guidelines of the UGC for autonomous colleges. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carry out primary responsibilities for a duration of two years.

The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

C1. Composition of Board of Governors

The Governing Body is constituted as per the Guidelines of the UGC.

Number	Category	Nature	Period
1 Chairman	Educationist	Chairman	As per the resolutions and bylaws of VAE
5 members	management	Nominated by the Vasavi Academy of Education (VAE)	
2 members	Teachers of the college	Nominated by the Principal based on seniority.	2 years from the date of appointment
1 member	Educationist or industrialist	Nominated by Vasavi Academy of Education (VAE)	2 years from the date of appointment
1 member	UGC nominee	Nominated by the UGC	6 (six) years from the date of nomination by the UGC
1 member	State government nominee	Nominated by the 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
1 member	University nominee	Nominated by the university	As per the University
1 member	AICTE nominee	Nominated by the AICTE	As per AICTE
1 member	Principal of college	Ex-officio	

C 1.1 Role and Responsibilities of Chairman of BOG

Some important roles and responsibilities of Chairman of the BOG are listed below for effective administration to satisfy the needs of the stake holders as well as the future growth of the institution.

- Provide inspiring leadership for transparent and effective administration
- Ensure effective, efficient and optimal use of resources towards the growth and development of institution.
- Develop processes and controls for financial resources with the help of finance committee.
- Motivate the members and other committees to function in unison to implement strategic plan of the institution.
- Help create appropriate risk management systems
- Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- Suggest to implement the best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.
- Allow the head of institution to work independently and effectively.
- Prepare appropriate appraisal systems including the Head of the institution.

D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES

- Ensure that the members are properly inducted for further development, as deemed necessary.
- Regular review process to be conducted and revise the regulations as deemed necessary.
- Item wise bench marking may be adopted for review process.

E. REGULATORY COMPLIANCE

Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid down by the State government and affiliating university (if any).

- take all final decisions on matters of fundamental concern to the institution.
- The regulatory compliance includes demonstrating compliance with the 'not-for-profit' purpose of education institutions.

Section 5: ACADEMIC COUNCIL

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations, syllabi, etc. Academic Council shall propose ways and means to maintain quality norms. 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 decisions of the Academic council are to be placed before the Board of Governors for final approval and changes, if any, by its member secretary.

Section 5.1 : Functions of Academic Council

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

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, 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 the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Implement the orders issued time to time by the State Government and the affiliating University in the admission of students to different programmes of study offered by the college.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Frame regulations consistent with University norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and advisory system in the College.
- (e) Approve the list of successful candidates for the award of degree, diploma / certificate.
- (f) Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- (g) Recommend to the Board of Governors proposals for institution of new programmes of study.

- (h) Recommend to the Board of Governors the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (i) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (j) Perform such other functions as may be assigned by the Governing Body.

Section 5.2 : Term of Academic Council

The term of the nominated members shall be two years.

Section 5.3 : Meetings of Academic Council

The Principal shall convene a meeting of the Academic Council at least twice a year, once discuss proposals for the next academic session and again to monitor status of newly introduced courses.

Section 5.4 : Composition of Academic Council

The composition of the Academic council shall be as per the guidelines formulated by the UGC for Autonomous colleges.

S.No	Category
1.	The principal (Chairman).
2.	All the heads of department 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).

Section 6: BOARD OF STUDIES

The Board of Studies is the basic constituent of the academic system of the 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.

Section 6.1 : Functions of BOS

The Board of Studies of a department in the college shall:

- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement, for consideration and approval of the Academic Council
- (b) Suggest methodologies for innovative teaching and evaluation techniques
- (c) Suggest panel of names to the Academic Council for appointment of paper setters, evaluators, examiners etc.
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.
- (e) Elaborate discussions starting of new courses, programmes etc

Section 6.2 : Term of BOS

The term of the nominated members shall be two years

Section 6.3 : Meetings of BOS

The principal of the college shall draw the schedule for meeting of the Board of Studies of different departments. The meeting may be scheduled as and when necessary, but at least once a year to finalise the syllabi of various programs and courses offered by the institution. .

Section 6.4 : Composition of BOS

Board of studies of every department shall be constitute as per the UGC guidelines

S. No.	Category	Status
1	Head of the department concerned	Chairman
2	The entire faculty of each specialisation	Member
3	Two experts in the subject from outside the college to be nominated by the Academic Council.	Member
4	One expert to be nominated by the vice-chancellor from a panel of six recommended by the college Principal.	Member
5	One representative from industry/corporate sector/allied area relating to placement	Member
6	One postgraduate meritorious alumnus to be nominated by the Principal.	Member
7	The chairman, Board of Studies, may with the approval of the principal of the college, co-opt (a) Experts from outside the college whenever special courses of studies are to be formulated (b) Other members of staff of the same faculty	Member

Section 7: FINANCE COMMITTEE

The Finance Committee will advise the Board of Governors on financial matters. It shall prepare income and expenditure statements of the college in the prescribed format to submit to AFRC for fixation of tuition and others fees of the college. The Finance Committee will be an advisory body to the Board of Governors.

Section 7.1 : Functions of Finance Committee

Finance committee shall meet and appraise the BOG on the finance related matters and have following functions

- (a) Budget estimates relating to income from fees and other sources.
- (b) Budget estimates relating to the grant received/receivable from the UGC/AICTE, if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- (c) To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.
- (d) To plan proper utilization of resources and do careful funds management
- (e) To prepare a detailed plan of expenditure for day-to-day running of the Institution
- (f) Preparation of audited account reports for the above
- (g) To mobilize resources through donations from society, through funding agencies under various schemes, etc.
- (h) To sanction all the expenditure to procure major equipment as advised by the Governing Body
- (i) To sanction expenditures for constructing new buildings after getting approval from the Governing Body
- (j) To update the budgetary provisions by working out the budgetary implications of various plans of Planning & Institutional Development Committee.
- (k) Propose honorarium to the examination branch staff and shall get approved by the Governing Body.
- (l) Recommendation of appointment and salary of full time office staff in the examination cell on contractual basis.

Section 7.2 : Term of Finance Committee

The term of the nominated members shall be two years.

Section 7.3 : Meetings of Finance Committee

Finance committee shall meet at least twice in a financial year. The meetings can be organized in the month of April and September of every year. The meeting in the month of March shall be the budget meeting and in September in will be another budget meeting for review.

Section 7.4 : Composition of Finance Committee

The following is the composition of the Finance Committee as per the guidelines of UGC.

S. No.	Category	Status
1	The principal	Chairman
2	Chief Finance Office of the college	Member
3	One person to be nominated by the Governing Body of the college for a period of two years	Member
4	One senior-most teacher of the college to be nominated in rotation by the principal for two years	Member
5	To be nominated, if required	Member
6	To be nominated, if required	Member

Section 8 : Functions of Head of the Institution

The principal/Director is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.

He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for

according extension or changes various functionaries in the administration, with the approval of Academic Council.

Section 8.1 : Functions of Principal/ Director

- To conduct the meetings of the Board of Governors as per the stipulated guidelines
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

a) Academic Administration:

- (i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Osmania University, AICTE, UGC, State Government and the Governing Body of the college.*
- (ii) will be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.*
- (iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.*
- (iv) In matter of admissions, Coordinator, admissions will assist the principal*
- (v) In matters related to academic work, he will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.*

- (vi) *An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.*
- (vii) *Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty incharges.*
- (viii) *Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.*
- (ix) *Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.*
- (x) *If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.*
- (xi) *In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.*
- (xii) *In matters related to student attendance, drop outs, medical condonation, principal gets assistance from Director Academic.*
- (xiii) *The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.*
- (xiv) *Principal shall also ensure quality assurance and he should be assisted by Director, IQAC.*
- (xv) *shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.*
- (xvi) *The principal should promote industry-institute interaction for better employability of the students.*

- (xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.*
- (xviii) Arrange finishing School for the students with the active association of Director, Training and Placement*
- (xix) Shall efforts to look after overall welfare of staff and students.*
- (xx) For effective functioning of the college he shall build close rapport between staff, students and management.*
- (xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.*
- (xxii) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.*
- (xxiii) Shall involve faculty members at different levels for various institutional activities.*

b) General Administration

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

- (i) Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees*
- (ii) Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff.*
- (iii) Arrange performance appraisal of faculty and supporting staff.*
- (iv) Shall have power to sanction EL, HPL, ML, EOL upto the level of Heads of departments, except himself.*
- (v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.*

(vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.

(vii) Campus maintenance cell shall work under the instructions of Principal

c) Financial Administration

(i) Principal is assisted by the Finance committee in financial administration.

(ii) Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

(iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body

(iv) All contracts for and on behalf of the college (except himself and the college) when authorised by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

(v) Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.

(vi) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.

(vii) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

(viii) Shall countersign T.A bills

(ix) Shall have power to sanction advances and final withdrawal of EPF of the staff

Section 9 : Finance Officer

The chief finance officer of the college shall play a key role in preparing the budget of the college. Entire staff of the accounts section works under his control. His duties will be clearly mentioned in the administrative manual of the college. His functions also include

- (a) Budget estimates relating to income from fees and other sources. Annual estimation of both recurring and non-recurring expenditure such as salary of teaching, non-teaching, supporting and other staff, purchase of equipment, general maintenance etc and obtaining approval from the Governing Body.
- (b) Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the college.
- (c) All the staff employed in the accounts section works under CFO/FO. CFO/FO shall monitor and supervises the activities of the staff under his/her control.
- (d) Preparation of pay roll.
- (e) Verification of records, receipts and payments, income and expenditure, quarterly budget control statements, statements related to cash and funds flow, and preparation of balance sheet.
- (f) Budget estimates relating to the grant received/receivable from UGC, AICTE if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- (g) Maintenance of accounts pertaining to sponsored research projects
- (h) Maintenance of accounts of consultancy funds received through consultancy services offered by the staff/college.
- (i) Smooth and effective conduct of annual audit by internal auditors as well as statutory auditors and necessary follow-up action
- (j) Any other work related to the accounts assigned by the Board of Governors, Academic Council and the Principal.

Section 10 : Responsibilities of Professors, Associate and Assistant Professors

Professor

- a) Teaching
- b) Development of Curriculum. Developing Learning Resource Material & Laboratory Development.
- c) Students Assessment & Evaluation including examination work of University.
- d) Participation in the Co-curricular & Extra-curricular Activities.
- e) Student Guidance & Counselling.
- f) Helping the student in personal, ethical, moral and overall character development.
- g) Continuing Education Activities.
- h) Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
- i) Self development through upgrading qualification, experience & professional activities.
- j) Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- k) Involving in the Academic and Administrative Management of the institution.
- l) Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- m) Promotional activities both at Departmental and institutional level.
- n) Involving and Assisting the HOD in the Design and development of new programmes.
- o) Preparing project proposals for funding in areas of R & D Work.
- p) Laboratory Development, Modernisation, Expansion, etc.
- q) Monitoring and Evaluation of academic and research activities.
- r) Participation in policy planning at the Regional/National level for development of technical education.
- s) Develop, update and maintain MIS.
- t) Assisting the HOD in Planning and implementing Staff Development activities.
- u) Maintain accountability, Conduct performance appraisal.
- v) Guiding Research
- w) Any other work assigned by the Principal/Management from time to time.

Associate Professor

- a) Teaching including laboratory work.
- b) Evaluation including administering tests, invigilation during conduct of tests
- c) Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- d) Leading consultancy projects and extension services. Curriculum development and developing resource materials.
- e) Research activities and research guidance.
- f) Assisting in conduct of and organising seminars/workshops/guest lecturers etc.
- g) Development of the Curriculum and Learning Resource materials.
- h) Guiding research
- i) Any other work assigned by HOD/Principal /Management from time to time.

Assistant Professor

- a) Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab In charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
- b) Students assessment and evaluation, aside from acting as paper setter
- c) Assisting in consultancy and R & D Activities.
- d) Developing resource material and laboratory development.
- e) Co-curricular and extracurricular activities / student welfare activities.
- f) Assisting in departmental administration.
- g) Involvement in departmental / institutional developmental activities.
- h) Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- i) Shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic development of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc are clearly spelt out in the administrative manual of the college. The functions of various non-statutory committees are given separately along with their composition.