# GOVERNANCE GUIDELINES DOCUMENT

## 2015-16

**NITTE MEENAKSHI INSTITUTE OF TECHNOLOGY**
**(A unit of Nitte Education Trust (R), Mangalore)**
**An Autonomous Institution**
**Approved by UGC/AICTE/Govt.of Karnataka**
**Accredited by NBA(Tier-1) and NAAC 'A'Grade**
**Affiliated to Visvesvaraya Technological University, Belgaum**

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**TEQIP Phase-II, Subcomponent 1.1**

*Submitted To*

# National Project Implementation Unit (NPIU)
# New Delhi

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**Introduction:**

The Governance Guidelines Document is evolved from its practices and based on:

- UGC Norms for autonomous colleges
- VTU Guidelines governing Autonomous Colleges
- Nitte Education Trust's Rules and Regulations
- TEQIP guide for Governing bodies

The Governance document reflects the best practices of governance that result in benefits to all the stakeholders:

➢ Strong leadership and management skills at all levels
➢ Transparency with Integrity at all levels
➢ Process for good teaching-learning, assessment, through appropriate checks and audits
➢ Promotion of Multi-disciplinary research Culture
➢ Focused and effective Training and Placement Services
➢ Facilitations for development of entrepreneurship eco-systems
➢ Good support systems for students progression
➢ Robust and transparent financial systems with internal and external audits
➢ Process to meet the requirements of Accreditation
➢ Students Participation at various levels
➢ Process for feedback from stakeholders and follow up actions
➢ Promotion of strong industry institute interaction for improved outcomes
➢ Promotion of faculty and staff development programmes
➢ Process to get sponsored research projects/Consultancy Services and its execution involving UG/PG/Research students and faculty

**1: Institution**

Nitte Meenakshi Institute of Technology (NMIT) is a unit of Nitte Education Trust (NET), Mangalore. Nitte Education Trust was established by the visionary Justice K. S. Hegde former Supreme Court Judge and former Speaker of Lok Sabha with a vision to provide quality education addressing the requirements of the society which is changing from time to time, with human values. Nitte Meenakshi Institute of Technology is an Autonomous Institution affiliated to the Visvesvaraya Technological University (VTU. NMIT is the youngest Engineering College to be conferred the prestigious Autonomous status by VTU / Govt. of Karnataka/UGC. NMIT is the only unaided private engineering college in Karnataka state selected by the Govt. of India for World Bank funding under TEQIP II (Technical Education Quality Improvement Program). The Institute has successfully undergone the process of Accreditation with 'A' Grade by NAAC (UGC). NMIT is the second Institute in the state of Karnataka which has undergone NBA accreditation process under Tier-1. Four of NMIT UG Programs are NBA accredited and these are:

- Computer Science and Engineering
- Information Science and Engineering
- Electrical and Electronics Engineering
- Electronics and Communication Engineering

With a focus on collaborative Research & Development, NMIT has established five unique Centres of Excellence in Emerging Fields of Technology such as Robotics, MEMS, CFD, Small Satellites and Design Engg. & Process Simulation. Our undergraduate and postgraduate students, under the able guidance of our faculty members, are actively participating in the execution of interdisciplinary research in different sponsored and institute projects. The initiatives and efforts taken to carry out interdisciplinary R&D, has resulted in Filing of Patents for Innovative Products/ Processes and Research Publications in peer-reviewed Journals & Conferences. NMIT has established Business Incubator supported by MSME (Micro, Small and Medium Enterprises), Govt. of India. An Innovation Club has been established supported by Visvesvaraya Technological University and Govt. of Karnataka with seed money of Rs 5 Lakhs. NMIT is the first Institution to introduce the **'Robotics Engineering- LEGO, MINDSTORM & TETRIX'** subject which is multidisciplinary in nature supported with 'laboratory' sessions, as an Open Elective on the lines of few US/European Universities from the academic year 2015-16. This course has 40% theory and 60% hands on experience with 3 credits.

## 1 (a)   Vision and Mission of the College

### VISION

To provide India and the World, technical manpower of the highest academic excellence by shaping our youth through holistic and integrated education of the highest quality.
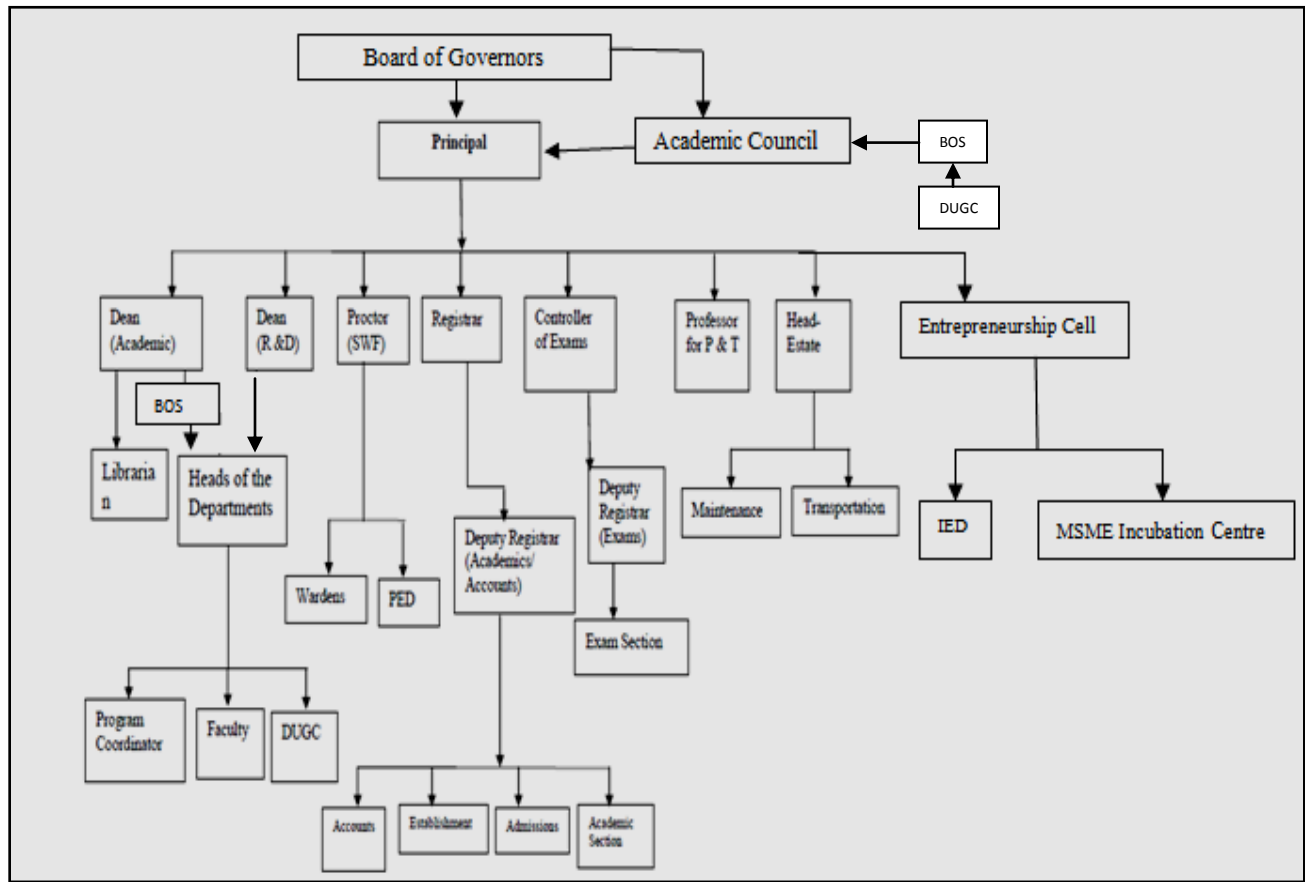
### MISSION

To develop Nitte Meenakshi Institute of Technology through high quality, innovative and state-of-the-art educational initiatives into a center of academic excellence that shall turn out youth with well balanced personality & commitment to rich cultural heritage of India and who shall successfully face the scientific and technological challenges in the fast-evolving global scenario with high degree of credibility, integrity and ethical standards.

### QUALITY POLICY

To bring about constant and continuous improvement in the quality of education imparted and turning out high quality professionals with balanced and globally competitive personality through regular monitoring of the academic / administrative activities of the Institution and Implementing corrective actions in the best ethical and transparent traditions.

## 1 (b) Organizational Structure:



## 2. Governing Council:

Governing Council of the college has been constituted as per the norms of University Grant 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. All those who have governance responsibilities and accountabilities, both within and outside institutions carry out their responsibilities effectively. The Chairman of Nitte Education Trust is the Chairman of the Governing Council of NMIT, Bangalore. The NET has identified and selected well known Academicians, Industrialists, distinguished scientists from well known Institutions/Industries/Research Organizations/ besides representatives of the faculty as nominees of the NET on the Governing Council, apart from the Nominees of UGC, VTU, and Government of Karnataka, who meet regularly and make policy decisions and give guidance and suggestions to implement policies successfully. With their rich experience and background they are guiding the destiny of the Institution so as to occupy a place of eminence in the field of Higher/Technical Education which is evidenced by the fact that the college has already obtained the status of an Autonomous Institution and is the only unaided Institution in Karnataka which has been selected for support under TEQIP (World bank) project.

**Role of Governing Council**

## 2.1. Primary Responsibility

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

### 2.1 (a)    Mission and strategic vision of the institution

Governing council has the duty to adopt guidelines and take decisions necessary to enable the institution 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 Human Resource strategies necessary to achieve these objectives. The Institution should adopt a risk-based approach to strategic planning.

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

At the institution level a team comprising the Head of Institution, Deans, Heads of Departments, various Section heads and senior faculty, formulate a draft strategic plan. The same is placed before the Governing Council for its consideration and approval. The strategic plan is periodically reviewed.

## 2.2    Establishment and monitoring of proper, effective and efficient systems of control and accountability

### 2.2 (a) Finance

Financial responsibilities of the Governing Council include:

a. Ensuring the financial soundness of the institution and safeguarding its assets
b. Approving the financial strategy while maintaining financial stability
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 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.

Governing Council ensures that there exists a clear and well-established audit procedure of all the financial aspects of the institution. The auditors appointed by the Governing Council carry out financial audit of the institution. The Governing Council receives and approves the audited annual financial statements in a timely fashion.

## 2.2 (b) Procurement

Governing Council ensures 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 Council reviews the functioning of the procurement system periodically.

The Governing Council ensures that:

- o Adequate internal procurement policies and procedures are in place
- o Policies and procedures are consistently applied, and there is compliance with relevant rules and regulations
- o 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 Council ensures 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 institution's 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 Council.

## 2.3 Monitoring institutional performance and quality assurance arrangements

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

- ➤ The Governing Council measures and monitors institutional performance, including through the use of agreed KPIs which are both realistic and challenging
- ➤ The Governing Council reviews comparative institutional performance with relevant peer institutions with a process such as benchmarking
- ➤ The Head of the Institution reports to the Governing Council based on the KPIs set by the Governing Council
- ➤ Based on the reviews, the Governing Council advises and guides the institution to address the gaps if any.

**2.3 (a)** To **appoint and review performance of different managerial / administrative positions of the institution**

The Governing Council is responsible for appointing the Head of the Institution and monitoring his/her performance.

Governing Council responsibility appoints the Dean (Academic), Dean (Research and Development), Dean (Planning and Development), Dean (Students welfare), Controller of Examinations, and any such senior positions requested by the Head of Institution.

Performance of all managerial / administrative positions of the institution is reviewed by the Governing Council

i. **To establish Human Resources and Employment Policy**

Governing Council ensures that a policy is in place for human resources development and employment. The Governing Council ensures that a procedure is in place for managing, monitoring and development of human resources.

ii. **To support collaborations between institution and academic partners, research establishments and industry of global/ national / local importance**

The Governing Council helps create and support global, national and local collaborations between institution and academic partners, research establishments and industry and others who support the mission and objectives of institutions.

iii. **To institute scholarships, fellowships, studentships, medals, prizes and certificates**

The Governing Council formulates the norms for instituting scholarships, fellowships, studentships, medals, prizes and certificates. As per the norms, the Academic Council considers instituting of scholarships, fellowships, awards, medals, prizes and certificates and recommends the same to the Governing Council**.**

iv. **To approve requests for new programmes of study leading to degrees and/or diplomas**

Governing Council considers and approves (on merit) the request of the institution to start a new programme of study leading to degree and/or diploma on the recommendation of the Academic Council.

## 2.4. Openness and Transparency in the Operations

### 2.4. (a ) To promote Transparency at every level

The Governing Council ensures 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 Council publishes an annual report every year. This report includes academic, research, extracurricular and sports achievements of staff and students, and the financial statement of the college.

The minutes of the Governing Council is made available on website of the college.

**2.5 Key Attributes of Governing Bodies**

**2.5.(a)      Structure of Governing Council / Board of Governors**

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

**2.5. (b) Representation to the Governing Council 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 Council / Board of Governors is presented.

**Table 1: Structure and Composition of Governing Council**

| Sl No | Designation | No. | Category | Remarks | Period |
|---|---|---|---|---|---|
| 1 | Chairman | 1 | Management of Nitte Education Trust | The Chairman of Nitte Education Trust is the Chairman of the Governing Council of NMIT | As per Nitte Education Trust Norms |
| 2 | Members | 5 | Management of Nitte Education Trust | Representatives of Nitte Education Trust or its Nominees | |
| 3 | Member | 2 | Faculty of college | Nominated by the Principal | 2 Years from the date of appointment |
| 4 | Member | 2 | Educationist or Industrialist | Nominated by Nitte Education Trust | 2 Years from the date of appointment |
| 5 | Member | 1 | UGC Nominee | Nominated by UGC | 6 years from the Date of Appointment |
| 6 | Member | 1 | State Government Nominee | Nominated by Government of Karnataka | As per State Government Norms |
| 7 | Member | 1 | University Nominee | Nominated by Visvesvaraya Technological University | As per VTU Norms |
| 8 | Member | 1 | AICTE Nominee | Nominated by AICTE | As per AICTE Norms |
| 9 | Member Secretary | 1 | Principal of College | Ex-Officio | - |

**2.5.(c)  Independent members - co-opted members**

Apart from members as required by the regulatory body UGC, the Governing Council may appoint co-opted members, who are invitees for a temporary period to meet the specific requirements.

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The Governing Council can also have other faculty / student member on the Governing Council as a co-opted member/invitee, as and when it is in the interest of stakeholders. The term of such members is for a period of one year.

**2.5.(d)  Nomination Committee for Appointment to Members of Governing Council.**

Appointments of external / faculty / student members to the Governing Council is managed by an independent nomination committee chaired by the Chairman of the Governing Council. The structure of this committee is:

1. **Chairman** - Chairman of the Nitte Education Trust
2. **Member** - One of the management representatives from the Nitte Education Trust,
3. **Member**-Educationalist/ Industrialist nominated by the management on Governing council
4. **Member** - One member nominated by the Chairman of Governing Council
5. **Member Secretary** - Principal of the institution.

The member who is about to complete term within next three months shall not be the member of this committee.

Members of the Governing Council are appointed by this committee when the term of the sitting member is to be completed or the Governing Council feels the need for the requirement of more members to carry out its primary accountabilities effectively (such as co-opted members). This committee also looks into renewal of any appointments.

The external member to be considered for appointment is proposed by one of the members of Governing Council.

**2.5. (e) Rotation and reappointment of members**

Nomination committee for Appointment to members of Governing Council also looks into renewal of any appointment on Governing Council.

**2.5 (f)  Students' participation in governance of college**

Governing Council ensures representation of student members on the Board of Studies and Academic Council or collects views of Student Council on teaching-learning and research, administrative and governance issues affecting their academic activities and personal growth for information and action, if necessary.

**2.6    Roles and Responsibilities**

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

**2.6 (a)        Chairman**

Role and responsibilities of the Chairman are listed below:

- The Chairman is responsible for the leadership of the Governing Council and ultimately to the stakeholders for its effectiveness.
- As Chairman of its meetings he/she should promote Governing Council's 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 Council operates effectively, discusses those issues which it needs to discuss, and dispatches its responsibilities in a business-like way.
- The Chairman should ensure that the Governing Council exercises collective responsibility,
- The Chairman ensures that any conflict of interest is identified, and managed appropriately
- The Chairman is responsible for ensuring that the Governing Council 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 Council 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 Council has approved
- The Chairman should have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- The Chairman maintains a good relation with head of the institution and does not participate in day to day functioning of the institution.

## 2.6 (b) Members

Individual members of Governing Council 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 Council is met.    Roles and responsibilities of the members are listed 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 initiations depending on their capabilities in that particular subject.

## 2.6 (c ) Head of the Institution

The responsibilities of the Head of the Institution in relation to Governing Council apart from mentioned earlier regarding the conduct of Governing Council are:

- o Implementing the decisions of the Governing Council or ensuring that they are implemented through the relevant part of the institution's management structure
- o Initiating discussion and consultation including, where appropriate, consultation with the staff and the academic council on proposals concerning the institution's future development, and ensuring that such proposals are presented to the Governing Council.

### 2.7    Delegation of Powers

Wherever permissible, the Governing Council may delegate authority or allocate some of its work to committees, authority to the Chairman or a committee to act on its behalf, and delegate responsibility to the head of institution and officers of the institution

### 2.7 (a) Delegation to Chairman

The Governing Council may grant delegated authority to the Chairman to act on its behalf between meetings. Action taken under delegated authority shall 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 Council when it meets next time and get the ratification of the action taken by the Chairman.

### 2.7 (b) Delegation to committees

It is a common practice for a Governing Council 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 Council for decision

### 2.7 (c )  Delegation to Head of the institution

It is common practice for a Governing Council 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 Council when it meets next time.

### 2.7 (d) Delegation to other functionaries

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

### 2.8    Frequency, Processes and rules for conduct of Governing Council meetings

The Governing Council meetings shall be conducted at least four times in an academic year. The following process is followed for the conduct of Governing Council meeting.

- ❖ In consultation with the Chairman of Governing Council the date, time, venue and agenda for the Governing Council meeting is fixed by the Principal of the institution who is also the Member Secretary of the Governing Council.
- ❖ The meeting notice to attend the meeting along with agenda for the meeting is sent

to all members and invitees by the Member Secretary of the Governing Council at least two weeks earlier to the date of the meeting.

❖ Pre-agenda notes are sent to all members by the Member Secretary of the Governing Council so as to reach earlier to the meeting. This contains the minutes of the earlier Governing Council meeting, the action taken report on the resolutions of the earlier Governing Council 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) is made available to all members by the Member Secretary of the Governing Council. Any other matter worth discussing may also be included by the permission of the Chairman at the time of the meeting by any of the member.

❖ The proceedings is prepared by Member Secretary of the Governing Council is circulated to all the members and the minutes of the meeting is finalized.

The Member Secretary of the Governing Council preserves the minutes of the meeting and extract of the same is made available to the concerned person/team.

The minutes of the Governing Council is 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 Council, some commercially sensitive material and as felt confidential by the Governing Council and declared as 'Reserved'.

Governing Council conducts itself in accordance with rules as per the document "Constitution and Rules, Nitte Education Trust, Mangalore, 1979"

## 2.9    Effectiveness and Performance Review of Governing Bodies

### 2.9 (a)    Orientation and Development

It is the responsibility of the chairman of the Governing Council / nomination committee working with the member secretary as appropriate, to ensure that all members of the Governing Council, 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 Council

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

**2.9 (b)    Performance review of the Governing Council in meeting strategic goals and objective of the institutions**

The Governing Council shall review their effectiveness regularly. Effectiveness of the Governing Council and that of the committees is 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 Council 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.

## 2.10. Regulatory Compliance

To ensure the compliance of regulatory bodies:

The Governing Council ensures the compliance with statutes, ordinances and provisions regulating the institution, such as AICTE, UGC, State Government and affiliating university; and, subject to these, take all final decisions on matters of fundamental concern to the institution. This is ensured through the report by the Head of the institution, on a regular basis to the Governing Council.

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

## 3. Boards of Studies (BOS): Structure & Functions

Each Board of studies consists of the following:

| | | |
|---|---|---|
| Head of the Department concerned | Chairperson | 1 |
| At least five faculty members at different cadre covering different specializations to be nominated by the Academic Council -one of the five to function as member-secretary | Members | 5 |
| Two experts in the subject from outside the college, to be nominated by the Academic Council | Members | 2 |
| One expert from outside the college, to be nominated by the Vice Chancellor from a panel of six recommended by the Principal | Member | 1 |
| One representative from Industry / corporate sector allied area relating to placement to be nominated by the Academic Council | Member | 1 |
| One postgraduate meritorious Alumnus to be nominated by the Principal | Member | 1 |
| | Total | 11 |

The Chairperson, Board of studies, may with the approval of the Principal of the College, co – opt as members:

a) Additional Experts from outside the college whenever special courses of studies are to be formulated.

b) Other members of staff.

The governing body of the college, in consultation with the Academic Council, has the power to constitute such number of Boards of studies as it deems fit keeping in view the types of courses / subjects offered

**Term of Members:** The term of the nominated members is two academic years.

**Meetings:** The meetings is scheduled as and when necessary, but at least once a semester.

**Functions (Highlights):**

- To consider the recommendations of the DUGC on matters relating to Under-graduate Programme and to make suitable recommendations to the Academic Council.
- To approve curriculum framed/ revised by DUGC for the undergraduate courses of study.
- To ensure that all norms and regulations pertaining to undergraduate programme are strictly followed.
- To make periodic review of these Regulations pertaining to undergraduate Programme and to recommend to the Academic Council any modifications thereof.
- To review the academic performances and make suitable recommendations to the Academic Council regarding declaration of results, award of degree etc.
- To recommend to the Academic Council, the award of stipends, scholarships, medals and prizes etc.,
- To draw up general time table for the undergraduate course and finalize the UG academic calendar to be put up to the Academic Council for approval.
- To constitute a sub-committee for monitoring the implementation of the academic curriculum provided by the BOS and to provide guidance in curriculum assessment, evaluation process.
- To conduct at least one meeting each semester and send the Resolutions to the Chairman of the Academic Council, and also to maintain a record of the same in the office of the Dean.
- Any appropriate responsibility or function assigned by the AC/GC or the Chairman of the AC/GC.

## 4. Academic Council

- Academic council ensures quality in academic activities such as design & framing curriculum, proper evaluation system etc.

Constitution: The Academic Council shall consist of the following :

| Sl No | Member | Designation |
|---|---|---|
| 1 | The Principal of the College | Chairperson |
| 2 | All the Heads of Departments in the College | Members |
| 3 | Four teachers of the college representing different levels of teaching staff by rotation on the basis of seniority of service in | Members |

| | | |
|---|---|---|
| | the college to be nominated by the Principal | |
| 4 | Not less than four experts from outside the college representing such areas as industry, R&D labs, Technical education, to be nominated by the governing Body | Members |
| 5 | Three Nominees of the University | Members |
| 6 | A faculty member nominated by the Principal | Member Secretary |

In the absence of the Principal at any meeting of the Academic Council, the Principal in-charge is the Chairperson of the Academic Council for that meeting

**Term of Members:** The term of the nominated members is two years.

**Meetings**: The Member Secretary shall, with the approval of the Principal convene the meetings of the Academic Council at least once in a year and on such other occasions as may be necessary. He/She shall with the approval of the Principal prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

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

1. Scrutinize and approve the proposals. with or without modifications, of the Boards of Studies with regard to courses of study, academic regulations, curricula, scheme syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Adopt the Regulations regarding the admission of students consistent with the university/ Government norms to different programmes of study in the College
3. Frame Regulations consistent with the University norms for the conduct of examinations and initiate measures for improving the quality of teaching, students evaluation and student advisory system in the College.
4. Approve the list of successful candidates for conferment of Degrees, Diplomas or Certificates by the University.
5. Make regulations for sports, extra-curricular activities and proper maintenance and functioning of playgrounds and hostels.
6. Recommend to the Governing Body the proposals for institution of new programmes of study at the College.
7. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for award of the same.
8. Advise the Governing Body on suggestions pertaining to academic affairs,
9. Encourage the faculty members to undertake Sponsored Research, Industrial Consultancy, Continuing Education and related activities and
10. Perform such other functions as may be assigned to it by the Governing Body

### *Board of Governors shall oversee the functionalities of all the above said bodies.*

- The Board of Studies and the Academic Council which are the important academic bodies for curriculum design and development have representations from Academics from Premier educational institutes, Industry and R&D Organizations.

- The relevant feedback from stakeholders helps the institute to fill the gaps in the curricula.
- Every department has MOUs/Tie Ups with well known industries in their respective fields the DUGC/Faculty are interacting with these industries to upgrade the syllabi and also to introduce new courses which are very relevant to current industrial needs.
- DUGC/Faculty are interacting with Subject Experts from premier institutions like IISc, IITs, NITs, DRDO Labs, NAL, ISRO etc. while revising the curriculum.

## 5. Departmental Under Graduate Committee (DUGC):

**Committee shall consist of the following:**

| Head of the Department concerned | Chairperson | 1 |
|---|---|---|
| One faculty member at different cadre based on seniority basis and by rotation every year. | Members | 3 |
| HOD's nominee | MemberSecretary | 1 |
| | Total | 5 |

**Meeting:** At least once in a month

**Functions towards design and development of the curriculum**

| | |
|---|---|
| 1 | To monitor the conduct of all undergraduate courses of the department. |
| 2 | To develop the curriculum for undergraduate courses offered by the department and recommend the same to the BOS. |
| 3 | Any appropriate responsibility or function assigned by the Academic Council /Governing Council. |

## 6. Principal / Head of the Institution

The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The principal who is the member secretary of the governing body takes steps for implementations of the Governing Council decisions, through the HODs and members of several committees.

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 delegated to him/her having regard to these that are conferred directly by the instruments of governance.

Head of the institution has the following responsibilities:

- Policy planning and providing academic and administrative leadership
- Academic and administrative management of the institution
- Monitoring and Evaluation of academic and research activities
- Promotion of industry-institution interaction and R&D activities
- Providing consultancy services
- Participation in policy planning at the regional/National level for development of technical education
- Managing the Internal Quality of the Institution
- Teaching –learning and Evaluation Process
- Student and stakeholders' satisfaction

✓ Publish Annual Reports

To ensure smooth functioning of operational and academic activities the Head of Institution is supported by different Deans and Sections, such as the Examination Section, Maintenance Section, Research and Development Cell and others. At the institution level, an Internal Quality Assurance Cell (IQAC) and Research Committee shall exist. The IQAC  plays a leadership 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. The Research Committee shall help to plan and implement the research activities and Sponsored research Projects.

## 7. Dean (Academic) :Role and Responsibility:

a) The  Dean (Academic) assists the Principal in finalization of prospectus, syllabi, academic calendar, registration, examination and classroom arrangement for proper teaching.
   ❖ Assists the Principal in conducting the mid semester, end semester or any other component of examinations.
   ❖ Responsible for maintenance of up-to-date academic records of students.
b) Academic committee:
   ❖ Assists the Principal in the organization of academic committee meetings and all matters related with it.
   ❖ Assists and provide any necessary liaison with the affiliating university (VTU) and other academic organizations.
c) Issue of certificate/medals:
   ❖ Assists the Principal for issue of certificates/medals/scholarships and prizes to students as per norms.
d) Formulation of new courses:
   ❖ Assists the Principal in the formulation of new courses.
e) Reporting officials:
   ❖ DUGC  Chairman reports to the Dean (Academic) for related official matters.
f) Any other work/duties assigned to him/her by the Principal.

   Authority:
   ❖ To approve the academic calendar, Registration of Students, Conduct Academic Council Meeting

## 8. Controller of Examinations:

A senior academic of the rank of Professor is appointed as Controller of Examinations. The Controller of examinations has the role and responsibility of overseeing and supervising the whole examination process which is conducted through automated and dedicated software.

   ✓ Registration of the students at the beginning of the Semester
   ✓ Entry of components of CIE such as midterm tests, assignment and surprise tests.
   ✓ Entry of Attendance
   ✓ Generation of interim reports regarding the performance of the students
   ✓ Generating list of eligible students
   ✓ Generation of Admit cards
   ✓ Entry of SEE marks
   ✓ Processing Results and report generation.
   ✓ Printing of Grade cards
   ✓ Generation of Statistics
   ✓ Provision for Re-valuation/Re-totaling/Getting photocopy of the answer booklets
   ✓ The Automation facilitates announcement of results within one week.

## 9. Head of the Department : Role and Responsibility:

- In charge of overall 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 and 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 programmes and innovation in teaching methodologies
- Continuing education activities
- Interaction with industry and society
- Students' counseling, grievance Redressal, mentoring and interaction
- Administration both at Departmental and institutional levels
- House keeping
- Ensure Student and stakeholders' satisfaction.
- Getting feedback from the stakeholders and taking corrective follow up actions.
- Supervision and implementation of Support services available

## 10. Internal Quality Assurance Cell:

Internal Quality Assurance Cell (IQAC) is responsible for overseeing the activities of various departments to review and improve the quality of teaching and learning processes. Every semester Audit committee of the IQAC visits the departments to verify the teaching methodology, lesson plan, work done statement, CIE question papers and attendance register periodically and academic audit is done by the IQAC committee to evaluate the teaching learning process and to give feedback/suggestions