

**A GUIDE FOR GOOD GOVERNANCE
IN
ANNAMACHARYA
INSTITUTE OF TECHNOLOGY & SCIENCES**

MANUAL

Prepared by

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Source: Ministry of Human Resource Development, University Grants Commission (UGC) and TEQIP II

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INTRODUCTION

The guidelines published in this document are for the Governance of Annamacharya Institute of Technology & Sciences (Autonomous) sponsored by Annamacharya Educational Trust (AET). The document is a fusion product based on

- a) The University Grants Commission, New Delhi, India guidelines for Autonomous colleges.
- b) Bye laws of Annamacharya Educational Trust
- c) Jawaharlal Nehru Technological University Anantapur, Anantapuramu
- d) Existing Best Practices in the institution.

As per the guidelines of UGC/MHRD/AICTE/NBA/NAAC, this '***A Guide for Good Governance in AITS***' 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 utilization 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 include:

- Strengthening the existing good practices
- Implementing transparency at all levels of governance and administration
- Following integrity in appointments at all levels
- Strengthening the Industry-Institute interaction
- Establishing fair and transparent processes in internal control
- Complying with rules and regulations
- Establishing strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- Involving all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- Maintaining registry of interests of members of Governing Body
- Achieving optimum utilization of infrastructure, resources for better output
- Establishing processes in risk management
- Meeting the requirements of accreditations
- Enhancing the quality of teaching-learning process

- Set up centres of excellence in research & development and enhancement of quality of research and consultancy
- Set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- Place improved systems for feedback, self appraisal of faculty and staff
- Create bench marking with other institutes of repute
- Accomplish appraisal of Head of the Institution

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

PART 1: PREAMBLE

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

- a) The regulations stated herein shall be called the Annamacharya Institute of Technology & Sciences (Autonomous) “***A Guide for Good Governance in AITS***”.
- b) These regulations shall be in force from the academic year by the date of ratification by the Governing Body of the Institute
- 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

“***Institute***” means “Annamacharya Institute of Technology and Sciences (Autonomous), Rajampet”.

“***Student***” means a candidate who has taken admission into B.Tech/M.Tech/MBA/MCA course of this institute as per the guidelines stipulated from time to time by the Government of AP for admissions into various courses of study and the affiliating university, i.e., JNTUA Anantapuramu.

“***Government***” means the Government of Andhra Pradesh.

“***Governing Body***” means the members of Governing Body constituted as per the guidelines of UGC.

“*Academic Council*” means the Academic council constituted as per the guidelines of UGC.

“*Board of Studies*” means Board of Studies constituted in each department as per the guidelines of UGC

“*Finance Committee*” means the committee constituted as per the guidelines of UGC to look into financial aspects of the institution

“*Chairman*” means chairman of the Governing Body of Annamacharya Institute of Technology & Sciences (Autonomous)

“*Principal*” means the Head of the institution

“*Controller of Examinations*” means the Controller of Examinations of the Institute

“*Head of the Department*” means the Head of an Academic Department of the Institute.

“*Faculty member*” means the teacher (Assistant/Associate/Professor) working on regular or ad-hoc basis in any of the Academic Departments of the Institute.

PART 2: ABOUT THE INSTITUTION

Annamacharya Institute of Technology & Sciences (Autonomous), a self-financing Institute approved by the AICTE, New Delhi and affiliated to Jawaharlal Nehru Technological University Anantapur, Anantapuramu, is located in the town Rajampet, which is close to Tallapaka, the Birth place of Saint Poet Annamacharya, who wrote 32 thousand keerthanas. The institute is started with four branches of undergraduate courses eighteen years ago, and has grown to a multidisciplinary institution with six UG and eleven PG Courses, and one Ph.D programme. Mainly, with the direction from the well-known Educationist and Industrialist, Sri Choppa Gangi Reddy, Chairman, Governing Body, AITS and renowned industrialists and educationalists as members in the Institute Governing body, the growth of the Institute has been well planned to excel and aimed to meet the specific needs of industry and the growing academic interests of the student community

The institute which started in 1998 is offering six B.Tech programmes of four year duration in CE, EEE, ME, ECE, CSE and IT. Nine M.Tech Programmes in CSE, DECS, VLSI System Design, Embedded Systems, Electrical Power Engineering, Electrical Power Systems, CAD/CAM, Structural Engineering and Machine Design of two years duration; MBA programme of 2 years duration and MCA programme of three years duration. AITS has established one Collaborative Center for Research through Jawaharlal Nehru Technological University Anantapur (JNTUA) to offer Research Programmes, leading to Ph.D. in Mechanical Engineering. In a short span of time, AITS has grown into one of the finest institutions in Andhra Pradesh and is blending the best traditions with vibrant energy and diversity.

2.1 VISION, MISSION, QUALITY POLICY AND POLICY STATEMENT

THE VISION

We impart futuristic technical education and instill high patterns of discipline through our dedicated staff who set global standards, making our students technologically superior and ethically strong, who in turn shall improve the quality of life of the human race.

THE MISSION

Our mission is to educate students from the local and rural areas and from other states so that they become enlightened individuals, improving the living standards of their families, industry and society. We provide individual attention, world-class quality of technological education and take care of character building.

QUALITY POLICY

AITTS is committed to achieve excellence in Teaching,
Research and Consultancy

- By Imparting truly Globally Focused Education
- By Creating World Class Professionals
- By Establishing Synergic Relationships with Research hub and Society
- By Developing State of art Infrastructure and Well Endowed Faculty
- By Imparting Knowledge Through Team Work and Incessant Effort

POLICY STATEMENT

We are committed to develop and advance 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 implement 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 institute 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 INSTITUTE

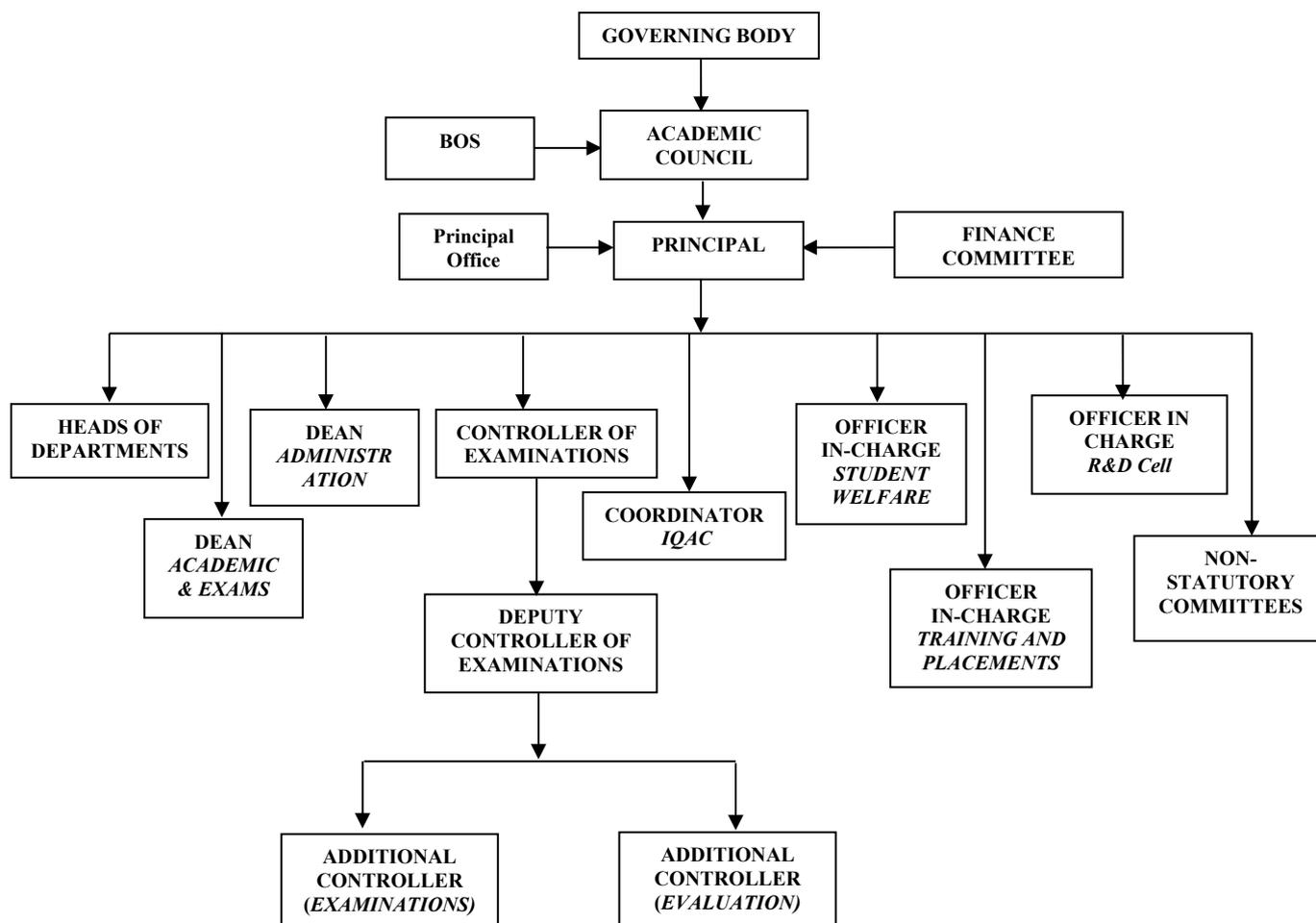
Short Term Goals

- 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 institute
- Transforming faculty from primarily teaching to research, development and innovation
- Inviting industry to start value added programmes in the institute
- Offering online and offline courses through video conferencing, electronic library, World Wide Web etc

PART 3: ORGANIZATIONAL STRUCTURE



PART 4: GOVERNANCE OF THE INSTITUTION

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. Governing Body
2. Academic Council
3. Board of Studies
4. Finance Committee

4.1: Governing Body

The Governing Body (GB) is the highest body that monitors the progress of the Institute 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 GB of the Institute has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines for autonomous colleges during the twelfth plan period (2012-2017) (Revised UGC guidelines on 13.04.2016)

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

Annamacharya Educational Trust (AET), the sponsoring academy of the institute, in one of its executive meetings resolved to have an eminent educationist as the chairman of the GB, even though the UGC empowers the Honorary Secretary of the trust as the chairman of GB. The AET 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 AET will represent on the GB.

A. THE PRIMARY ACCOUNTABILITIES

The Governing Body 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 GB 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 GB should be supported by various other committees in aspects like revision of curriculum, operational planning of strategic issues to meet the vision and mission in true sense. The Institutional Development Committee ensures the implementation of the GB suggestions. The strategic plan may be reviewed once in a while.

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

The **Governing Body** 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, and 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 **Governing Body** 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 Identifying the areas for improvement.

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

Members of Governing Body shall ensure that

- the Head of the institution implements the decisions of GB in true spirit for the growth of the institution using the process of decentralization
- 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.

B. Openness and transparency in the operation of Governing Body

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

B1. To promote transparency and openness at every level

- All the minutes of meetings of various committees should be accessible to the important stake holders
- Preparing annual reports showing the activities in an academic year and placing the report on the website
- Conducting proceedings of governing body as lucid 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 publicized both within and outside the institution

B2. To maintain register of interests

All members of GB 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 BODY

The GB has been constituted in accordance with the guidelines of the UGC for autonomous Institutions. As per the guidelines, as and when required, additional members may be co-opted into the GB to carry out primary responsibilities for 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 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 Governing Body

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 AET
5 members	Management	Nominated by the AET	
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 AET	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	Principal of college	Ex-officio	

C 1.1 Role and Responsibilities of Chairman of GB

Some important roles and responsibilities of Chairman of the GB 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

- 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 BODY

- 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).

- To 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.

PART 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 GB for final approval and changes, if any, by its member secretary.

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 Institute
- (c) Make regulations for sports, extra-curricular activities, 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 Institute
- (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 GB proposals for institution of new programmes of study.
- (h) Recommend to the GB 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

5.2: Term of Academic Council

The term of the nominated members shall be two years.

5.3: Meetings of Academic Council

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

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.

SNo	Category
1.	The principal (Chairman).
2.	All the heads of department in the Institute
3.	Four teachers of the institute 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, Education, 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).

PART 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.,

6.1: Functions of BOS

The Board of Studies of a department in the institute 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/institute.
- e) Elaborate discussions starting of new courses, programmes etc

6.2: Term of BOS

The term of the nominated members shall be two years

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 finalize the syllabi of various programs and courses offered by the institution.

6.4: Composition of BOS

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

SNo.	Category	Status
1	Head of the department concerned	Chairman
2	The entire faculty of each specialization	Member
3	Two experts in the subject from outside the institute 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 institute 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 institute, 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	Members

PART 7: FINANCE COMMITTEE

The Finance Committee will advise the Governing Body 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 other fees of the Institute. The Finance Committee will be an advisory body to the Governing Body.

7.1: Functions of Finance Committee

Finance committee shall meet and appraise the GB 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.

7.2: Term of Finance Committee

The term of the nominated members shall be two years.

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/April shall be the budget meeting and in September/October will be another budget meeting for review.

7.4: Composition of Finance Committee

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

SNo.	Category	Status
1	The principal	Chairman
2	Chief Finance Officer 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

PART 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 Governing Body, the highest decision making body of the Institute. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.

He is the ex-officio member Secretary of Governing Body, 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 Deans, 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.

8.1: Functions

- To conduct the meetings of the Governing Body of Members 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 they 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 GB, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the Institute.

The duties of the Principal may be suitably categorized as

a) Academic Administration:

- On academic matters the Principal is generally guided by the rules and regulations as well as the norms laid down by JNTUA, AICTE, UGC, State Government and the Governing Body of the Institute
- Will be assisted by various Heads of the departments, Dean (Academic), Dean (Administration), Controller of Examinations of the institute, senior faculty members and various committees mentioned in the manual
- In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the Institute
- In the matter of admissions, Coordinator, admissions will assist the principal
- In matters related to academic work, he will be assisted by the Dean(Academic), Chairman, Board of Studies and Heads of the Departments
- An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in charges
- Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- 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.
- In matters related to student attendance, drop outs, medical condonation, principal gets assistance from Dean, Academic.
- The principal should plan for Training Need Analysis (TNA) (*i.e., is the process of the identifying the gaps in employee*) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, and quality enhancement programmes etc.
- Principal shall also ensure quality assurance and he should be assisted by Coordinator, IQAC.
- Shall monitor, evaluate research, development and consultancy activities.

- Dean/Coordinator, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
- The principal should promote industry-institute interaction for better employability of the students.
- Shall promote Internal Revenue Generation (IRG) activities with the help of staff and students
- Arrange finishing School for the students with the active association of Coordinator, Training and Placement
- Shall put efforts to look after overall welfare of staff and students
- For effective functioning of the institute, he shall build close rapport between staff, students and management.
- Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- Shall involve faculty members at different levels for various institutional activities

b) General Administration

On general administrative matters Principal shall be assisted by Dean (Academic), Dean (Administration), Controller of Examinations, Coordinator IQAC, Heads of Departments etc.,

- Shall make proposal for appointment to all posts of cadres including contract, part-time, ad-hoc, and daily wage employees
- Shall make regularization of services, declaration of probation, and release of increments, including Carrier Advancement Scheme (CAS) for teaching staff and Automatic Advancement Scheme (AAS) for non teaching staff
- Arrange performance appraisal of faculty and supporting staff
- Shall have power to sanction all type leaves up to the level of Heads of departments, except himself
- 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.
- All such cases requiring arrangements such as suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal
- Campus maintenance cell shall work under the instructions of Principal

c) *Financial Administration*

- Principal is assisted by the Finance committee in financial administration.
- 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.
- Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
- All contracts for and on behalf of the college (except himself and the college) when authorized 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.
- 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.
- The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college
- 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.
- Shall counter sign T.A bills
- Shall have power to sanction advances and final withdrawal of EPF of the staff

PART 9: Finance Officer

The Chief Finance Officer/Finance Officer of the Institute shall play a key role in preparing the budget of the college. Entire staff of the accounts section works under him. His duties will be clearly mentioned in the administrative manual of the Institute. His functions also include

- 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.
- Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the college
- 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
- Preparation of pay roll
- 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

- 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
- Maintenance of accounts pertaining to sponsored research projects
- Maintenance of accounts of consultancy funds received through consultancy services offered by the staff/college.
- Smooth and effective conduct of annual audit by internal auditors as well as statutory auditors and necessary follow-up action
- Any other work related to the accounts assigned by the Governing Body, Academic Council and the Principal

PART 10: Responsibilities of Professors, Associate and Assistant Professors

Professor

- Teaching
- Development of Curriculum, Developing Learning Resource Material & Laboratory Development
- Students Assessment & Evaluation including examination work of University
- Participation in the Co-curricular & Extra-curricular Activities
- Student Guidance & Counseling
- Helping the student in personal, ethical, moral and overall character development
- Continuing Education Activities
- Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.,
- Self development through upgrading qualification, experience & professional activities
- Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction
- Involving in the Academic and Administrative Management of the institution
- Policy-Planning, Monitoring & Evaluation which are connected to the Department
- Promotional activities both at Departmental and institutional level
- Involving and Assisting the HOD in the Design and development of new programmes
- Preparing project proposals for funding in areas of R & D Work
- Laboratory Development, Modernization, Expansion, etc
- Monitoring and Evaluation of academic and research activities
- Participation in policy planning at the Regional/National level for development of technical education
- Assisting the HOD in Planning and implementing Staff Development activities
- Maintain accountability, Conduct performance appraisal
- Guiding Research
- Any other work assigned by the Principal/Management from time to time.

Associate Professor

- Teaching including laboratory work
- Evaluation including administering tests, invigilation during conduct of tests
- 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
- Leading consultancy projects and extension services, Curriculum development and developing resource materials
- Research activities and research guidance
- Assisting in conduct of and organizing seminars/workshops/guest lecturers etc.
- Development of the Curriculum and Learning Resource materials
- Guiding research
- Any other work assigned by HOD/Principal /Management from time to time.

Assistant Professor

- 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.
- Students assessment and evaluation, besides acting as paper setter
- Assisting in consultancy and R & D Activities.
- Developing resource material and laboratory development.
- Co-curricular and extracurricular activities / student welfare activities
- Assisting in departmental administration
- Involvement in departmental / institutional developmental activities
- Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor
- 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.

PART-11: Powers and duties of Deans

(a) Dean (Academics):

A senior faculty member is designated as Dean (Academics). He is responsible for the effective and efficient operations of all the academic activities of the Institute within the policies, directions and plans of the Institute. He leads the Institute's faculty and other academic staff members in planning, implementing and evaluating activities related to academic, research, consultancy and management development programs of the Institute under the overall guidance of the Principal/Director. The duties and responsibilities of the Dean (Academics) include the following:

- To ensure adherence to the decisions and guidelines issued by the GB with respect to the academic programs
- To prepare the institute's academic calendar
- To plan and execute expansion of academic programs
- To supervise the admission process, registration
- To ensure smooth conducting of classes and examinations as per schedule
- To declare results, award of medals and diplomas to the students
- To maintain academic records as per the requirements of the institute
- Other academic related matters as may be referred by the GB

(b) Dean (Accounts & Administration):

A senior faculty member is designated as Dean (Accounts & Administration). He is responsible for effective functioning of the finance & accounting system and overall administration of the Institute within its policies, directions and plans. He leads the Institute's administrative staff members in various accounting and administrative activities of the Institute under the overall guidance of the Director. The duties and responsibilities of the Dean (Accounts & Administration) include the following:

- To serve as the in charge of the Institute for financial matters, policy development and program evaluation
- To work in establishing and monitoring budget this enhances and supports the mission of the institute
- To monitor allocation of funds to various academic and administrative activities of the institute and transmission of recommended budgetary transfers
- Overseeing all personal matters involving academic and non-academic employees including recruiting

PART 12: Powers and duties of other Officers

Administrative Officer

1. Overall in-charge of administrative functions, responsible to Principal/Director/GB/Society
2. Non-member of the Finance Committee of the Board
3. Member of the Building Works Committee
4. Member of the Institute Development Committee

Officer – Admissions & Administration

1. Extending administrative support for Admissions in framing admission policy and smooth conduct of admissions
2. Processing applications for management quota
3. Conducting Test for B-category seats in coordination with subject experts
4. Processing test results, preparing short list for interviews and to prepare final list of selected candidates
5. Correspondence with selected candidates in the form of offer of admission letters.
6. Any other functions related to admissions to the Institute
7. Students related administrative matters like hostel management, fees fixation and collection. In addition, to take care of stores & purchases of the Institute

Establishment – Personal Officer

1. All the human resource related functions of the Institute including human resource planning, recruitment, deployment, training & development, performance evaluation, promotions, counseling & discipline of employees, retirement/resignation etc.,
2. Faculty and staff welfare activities
3. To assist the AO in all the administrative activities including estate maintenance & development, housekeeping, security, contract services etc at the Institute.
4. All grievances related matters of administrative staff

System Analyst/ Systems Administrator

1. Maintaining and updating Institute website and portals
2. Managing and troubleshooting the Network infrastructure of the Institute
3. Maintaining the backbone connectivity established between hostels, guest house and staff rooms
4. Maintaining the Wi-Fi network installed at the Institute

5. Providing round the clock internet access to the faculty, staff and students and monitoring the internet connectivity availed through the Internet Service Providers
6. Providing trouble free service for the applications like Video Conferencing and Classroom audio visual solutions
7. Design, develop and monitor the network architecture for the campus
8. Support publishing of online result for the admissions department
9. Creating and maintaining Wi-Fi login accounts, email accounts for faculty, staff and students
10. Configuring and maintaining all IT related equipment like desktops, servers, routers, switches, firewall, access-points, projectors etc
11. Installation and troubleshooting of operating systems and application software
Implementing and maintaining the software's required for automating the academic and user department activities

Librarian

1. Overall Library Management
2. Allocation of staff, job description and staff development
3. General administration of the Library
4. To coordinate with the Library Committee
5. Reference services
6. Technology applications in the Library

All other staff members

Assume powers, responsibilities and duties as assigned to them from time to time by Principal/Director/AO and the respective departmental heads