



<b>Internal Quality Assurance Policy</b>	<b>SITE-IQA-Policy No: 5</b>  <b>Issue Date:1<sup>st</sup> July 2021, Pages : 1-10</b>
<b>Policy Document category</b>	<b>Governance, Institutional Support And Financial Resources (Governing Body)</b>
<b>Policy</b>	The Governing body 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.
<b>Date effective from</b>	1st July 2021
<b>Date of next review</b>	1st July 2022
<b>Mission and strategic vision of the institution</b>	<ul style="list-style-type: none"> <li>➤ Governing body 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.</li> <li>➤ 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.</li> <li>➤ It is the duty of the Governing body 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.</li> <li>➤ 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 body for its consideration and approval. The strategic plan is periodically reviewed.</li> </ul>
<b>The Governing body shall also have the following powers</b>	<ol style="list-style-type: none"> <li>(1) To purchase lands, premises, buildings and vehicles.</li> <li>(2) To provide or construct buildings, laboratories, hostels, halls, theatres, which are needed for the college.</li> <li>(3) To invest the college Funds in any of the scheduled banks or in any other bank/security..</li> <li>(4) To grant recognition and to withdraw recognition to the Associations of college Employees and to formulate the details there</li> </ol>

	<p>of.</p> <p>(5) To decide the powers, duties and the perquisites of the principal and the AO of the college, commensurate with their status, in addition to those specified in the Regulations.</p> <p>(6) To make a provision for welfare measures for the students and employees of the college such as medical facilities, residential quarters on the campus, different types of loans and advances to the employees, etc</p> <p>(7) To provide retirement benefits as specified in the Service and Financial Rules.</p> <p>(8) To refer any matter to the Academic Council, Deans or Chairpersons of Boards of Studies and obtain a report thereon.</p> <p>(9) To prescribe the terms and conditions for payment of remuneration, sitting fee, T.A., D.A., and other expenses to members of various Authorities, members of various committees of the college, experts invitees and the employees of the college.</p> <p>(10) To fix the remuneration, T.A. and D.A. payable from time to time, to the paper setters, examiners, invigilators and others involved in the pre-conduct, conduct and post conduct stages of examination work.</p> <p>(11) To delegate any of its powers to the principal or any other Officer of the college on the matters relating to Administration, Finance, Examinations, or any other matters.</p> <p>(12) To constitute the following or any other committees for making recommendations on matters referred to them.</p> <ol style="list-style-type: none"> <li>a) Grievances Redressal Committee.</li> <li>b) The Committee on examination practices by the candidates at the college Examinations.</li> <li>c) Committees on Appointments and Promotions.</li> <li>d) Building Committee.</li> </ol> <p>(13) The time for appeal to the Governing body by any employee or student against any decision of any of the Officers of the college affecting such employee or student shall be thirty days from date of receipt of the decision communicated.</p>
<p><b>Establishment and monitoring of proper, effective and efficient systems of control and accountability: Finance</b></p>	<p>Financial responsibilities of the Governing body include:</p> <ul style="list-style-type: none"> <li>➤ Ensuring the financial soundness of the institution and safeguarding its assets</li> <li>➤ Ap proving the financial strategy while maintaining financial stability</li> <li>➤ Approving annual operating plans and budgets which should reflect the institutions strategic plan</li> <li>➤ Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/contracts/memorandum</li> <li>➤ Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to managers at appropriate levels</li> <li>➤ Ensuring the existence and integrity of risk management,</li> </ul>

	<p>control and internal governance systems and monitoring these through an audit committee</p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> <p>Detailed monitoring of the financial position and prospects, together with the appropriate levels of expenditure approval is delegated to a Finance Committee.</p> <p>Governing body 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 body carry out financial audit of the institution. The Governing body receives and approves the audited annual financial statements in a timely fashion</p>
<p><b>Establishment and monitoring of proper, effective and efficient systems of control and accountability: Procurement</b></p>	<p>Governing body 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.</p> <p>The Governing body ensures that:</p> <ul style="list-style-type: none"> <li>➤ Adequate internal procurement policies and procedures are in place</li> <li>➤ Policies and procedures are consistently applied, and there is compliance with relevant rules and regulations</li> <li>➤ 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</li> </ul> <p>To obtain these assurances Governing body 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 institutions procurement procedures, including procedures for governing conflicts of interest relating to procurement matters, should form part of the Financial Regulations, which should be approved by the Governing body.</p>
<p><b>Monitoring institutional performance and quality assurance arrangements</b></p>	<p>Governing body is responsible for monitoring institutional performance against plans and approved key performance indicators (KPIs), which should be appropriately benchmarked, wherever possible.</p> <ul style="list-style-type: none"> <li>➤ The Governing body measures and monitors institutional performance, including through the use of agreed KPIs which are both realistic and challenging</li> <li>➤ The Governing body reviews comparative institutional performance with relevant peer institutions with a process such as benchmarking</li> </ul>

	<ul style="list-style-type: none"> <li>➤ The Head of the Institution reports to the Governing body based on the KPIs set by the Governing body</li> <li>➤ Based on the reviews, the Governing body advises and guides the institution to address the gaps if any.</li> </ul>
<b>To appoint and review performance of different managerial / administrative positions of the institution</b>	<p>The Governing body is responsible for appointing the Head of the Institution and monitoring his/her performance.</p> <p>Governing body 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 body</p>
<b>To establish Human Resources and Employment Policy</b>	<p>Governing body ensures that a policy is in place for human resources development and employment. The Governing body ensures that a procedure is in place for managing, monitoring and development of human resources</p>
<b>To support collaborations between institution and academic partners, research establishments and industry of global/ national / local importance</b>	<p>The Governing body 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</p>
<b>To institute scholarships, fellowships, studentships, medals, prizes and certificates</b>	<p>The Governing body 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 body</p>
<b>To approve requests for new programmes of study leading to degrees and/or diplomas</b>	<p>Governing body 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 body.</p>
<b>To promote Transparency at every level</b>	<p>The Governing body 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.</p> <p>The Governing body 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.</p>

	The minutes of the Governing body is made available on website of the college.		
<b>Structure of Governing body</b>	<b>Number</b>	<b>Category</b>	<b>Nature</b>
	5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
	2 Members	Teachers of the College	Nominated by the Principal based on seniority by Rotation
	1 Member	Educationist or industrialist	Nominated by the management
	1 Member	UGC Nominee	Nominated by the UGC
	1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
	1 Member	University Nominee	Nominated by the University
	1 Member	Principal of College	Ex-Officio
<b>Term</b>	The Governing Body shall be reconstituted every two years except in the case of UGC nominee who shall have a term of five years.		
<b>Meetings</b>	Meetings of the Governing Body shall be held at least twice a year		
<b>Functions of the Governing Body:</b>	<p>Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:</p> <ul style="list-style-type: none"> <li>➤ Guide the college while fulfilling the objectives for which the college has been granted autonomous status.</li> <li>➤ Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council</li> <li>➤ Approve new programmes of study leading to degrees and/or diplomas.</li> <li>➤ All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.</li> <li>➤ To approve annual budget of the college before submitting the same at the UGC.</li> <li>➤ Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college</li> </ul>		
<b>Students' participation in</b>	Governing body ensures representation of student members on the Board of Studies and Academic Council or collects views of Student		

<b>governance of college</b>	Council on teaching-learning and research, administrative and governance issues affecting their academic activities and personal growth for information and action, if necessary
<b>Role and responsibilities of the Chairman</b>	<ul style="list-style-type: none"> <li>➤ The Chairman is responsible for the leadership of the Governing body and ultimately to the stakeholders for its effectiveness.</li> <li>➤ As Chairman of its meetings he/she should promote Governing Councils 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.</li> <li>➤ The Chairman is responsible for ensuring that the Governing body operates effectively, discusses those issues which it needs to discuss, and dispatches its responsibilities in a business-like way.</li> <li>➤ The Chairman should ensure that the Governing Council exercises collective responsibility,</li> <li>➤ The Chairman ensures that any conflict of interest is identified, and managed appropriately</li> <li>➤ The Chairman is responsible for ensuring that the Governing body exercises efficient and effective use of the resources of the institution for the furtherance of its purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control.</li> <li>➤ The Chairman is responsible for ensuring that the Governing body exercises control over the strategic direction of the institution, through an effective planning process, and that the performance of the institution is adequately assessed against the objectives, which the Governing body has approved</li> <li>➤ The Chairman should have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.</li> <li>➤ The Chairman maintains a good relation with head of the institution and does not participate in day to day functioning of the institution.</li> </ul>
<b>Role and responsibilities of the Members</b>	<p>Individual members of Governing body should at all times conduct themselves in accordance with best interests of stake holders: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They should participate actively and contribute so that role of Governing body is met. Roles and responsibilities of the members are listed below:</p> <ul style="list-style-type: none"> <li>➤ Participate and guide in developing strategic plans</li> <li>➤ Attend brainstorming sessions for new initiatives and guide the discussions</li> <li>➤ Monitor the reviews of processes/procedures and changes in these from time to time</li> <li>➤ Review procurement procedures and audit for any issues/concerns</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Members can be inducted into sub-committees for new initiations depending on their capabilities in that particular subject.</li> </ul>
<b>Role and responsibilities of the Principal of the institution</b>	<p>The responsibilities of the Head of the Institution in relation to Governing body apart from mentioned earlier regarding the conduct of Governing body are:</p> <ul style="list-style-type: none"> <li>➤ Implementing the decisions of the Governing body or ensuring that they are implemented through the relevant part of the institutions management structure</li> <li>➤ Initiating discussion and consultation including, where appropriate, consultation with the staff and the academic council on proposals concerning the institutions future development, and ensuring that such proposals are presented to the Governing body.</li> </ul>
<b>Delegation to Chairman</b>	<p>The Governing body 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 body when it meets next time and get the ratification of the action taken by the Chairman</p>
<b>Delegation to committees</b>	<p>It is a common practice for a Governing body to delegate some of its powers and to allocate some of its work to committees. Such matters are likely to include; the review and approval of the institutions annual estimate of income and expenditure and audited financial statements; decisions regarding academic autonomy to academic council etc. Committees should distinguish between issues on which they are empowered to take decisions, and issues that they must refer to the Governing body for decision</p>
<b>Delegation to Head of the institution</b>	<p>It is common practice for a Governing body to delegate some of its powers and to allocate some of its work to head of Institution which are of routine nature apart from managerial and development work of the institution. Such matters are: applying for approval to regulatory bodies, declaration of provisional results etc. The head of institution needs to bring this action to the notice of the Chairman and Governing body when it meets next time.</p>
<b>Delegation to other functionaries</b>	<p>Appointment of some of the functionaries like Deans may be approved (on merit) by the Governing body as per the recommendation of the Head of institution, so as to help the head of institution to implement the decisions of the Governing body.</p>
<b>frequency, Processes and rules for conduct of Governing body meetings</b>	<p>The Governing body meetings shall be conducted at least four times in an academic year. The following process is followed for the conduct of Governing body meeting.</p> <ul style="list-style-type: none"> <li>➤ In consultation with the Chairman of Governing body the date, time, venue and agenda for the Governing body meeting is fixed by the Principal of the institution who is also the Member Secretary of the Governing body.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ 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 body at least two weeks earlier to the date of the meeting.</li> <li>➤ Pre-agenda notes are sent to all members by the Member Secretary of the Governing body so as to reach earlier to the meeting. This contains the minutes of the earlier Governing body meeting, the action taken report on the resolutions of the earlier Governing body meeting.</li> <li>➤ 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 body. 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.</li> <li>➤ The proceedings is prepared by Member Secretary of the Governing body is circulated to all the members and the minutes of the meeting is finalized.</li> <li>➤ The decisions by the Governing body shall as far as possible be made through a consensus. Where difference of opinion on any matter exists, the decision of majority shall prevail. The principal shall be entitled to take part in the voting and as Chairperson of the meeting to exercise a casting vote in case of tie.</li> <li>➤ The minutes of the Governing body meetings shall contain the subject matter of each of the items discussed together with the decision of the Governing body thereon</li> <li>➤ The minutes of the meetings of the Governing body as approved by the principal shall be sent to each member present in the meeting within 10 days after the day of the meeting. If no objections are raised or suggestions are made to modify such minutes by any member, within one week from the date of receipt of the minutes, the minutes shall be deemed to have been approved by the Governing body.</li> </ul> <p>The suggestions or objections, if any, to the minutes, received by the AO shall be placed before the principal for final decision. If the suggestions/objections are received from a majority of the members present at the meeting, the principal shall either make suitable amendments to the minutes or place the matter before the Governing body at its next meeting for reconsideration.</p> <p>The minutes of the Governing body 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 body, some commercially sensitive material and as felt confidential by the Governing body and declared as „Reserved“.</p>
<b>Orientation and</b>	It is the responsibility of the chairman of the Governing body /

<b>Development</b>	<p>nomination committee working with the member secretary as appropriate, to ensure that all members of the Governing body, when taking up office, be fully briefed on the terms of their appointment and be made aware of the responsibilities placed on them for the proper governance of the institution. They shall receive copies of background documents at the time of their appointment. These could include:</p> <ul style="list-style-type: none"> <li>➤ A copy of the institution’s governance document</li> <li>➤ The institution’s annual report, audited financial statements, and financial forecast</li> <li>➤ The overall strategic plan, and strategy documents covering areas such as learning and teaching, research, widening participation and estates</li> <li>➤ Notes describing the institution’s organizational structure</li> <li>➤ The rules and procedures of the Governing body</li> </ul> <p>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.</p>
<b>Performance review of the Governing body in meeting strategic goals and objective of the institutions</b>	<p>The Governing body shall review their effectiveness regularly. Effectiveness of the Governing body 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 body may also wish to engage persons independent to the institution to assist in the process of review of its effectiveness as well as other internal boards and committees.</p>
<b>Regulatory Compliance</b>	<p>To ensure the compliance of regulatory bodies:  The Governing body 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 body.  The Governing body also ensures the 'not-for-profit' purpose of the institution and accreditation by national/ international professional bodies to assure quality to all its stakeholders.</p>
<b>Minutes</b>	<p>The minutes of all proceedings of each meeting of the Governing Body shall be recorded by the AO and signed by the Chairperson of the meeting. The AO shall, under the direction of the principal, send within two weeks after a meeting, a copy of the minutes of that meeting duly attested by him to each member of the Governing Body.</p>
<b>Objection to Minutes</b>	<p>If no exception is taken by any member who was present at the meeting to the correctness of the minutes within ten days of the sending of the minutes, they shall be deemed to have been correctly</p>

	recorded and confirmed by all the members.
<b>Admission of Press and Visitors</b>	Representatives of the Press and Visitors may be admitted to meetings of the Governing Body if they have obtained the previous permission of the principal.
<b>Attendance Register at meetings</b>	Members of the Governing Body attending a meeting shall sign a Register kept for the purpose before they occupy their places at the meeting.
<b>Tenure</b>	2 years
<b>Related/Supportive Documents</b>	GUIDELINES FOR AUTONOMOUS COLLEGES
<b>Functional Reporting</b>	Principal
<b>Administrative Reporting</b>	Principal
<b>Custodian</b>	Administrative Officer, SITE

Prepared by	Approved by
	