

# CODE OF CONDUCT OF GOVERNING BODY



## **SREE VIDYANIKETHAN ENGINEERING COLLEGE**

**(AUTONOMOUS)**

(Approved by AICTE, Accredited by NBA, New Delhi and NAAC, Bengaluru)

Affiliated to JNTUA, Anantapuramu)

Sree Sainath Nagar, A. Rangampet, Chandragiri Mandal,

Chittoor Dist., Andhra Pradesh – 517 102

[www.vidyanikethan.edu](http://www.vidyanikethan.edu)



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## **Need for good governance system:**

Independent and fully empowered governing body to

- Support the stated Vision, mission and objectives
- Foster a stimulating environment and culture to attract talented faculty
- Nurture a culture of innovation that improves productivity and support the sustainability and development of the Institution
- Forge global, national and local collaborations with academic partners, research and industry to realize the Vision
- Develop a coherent strategy and a sustainable growth development path

### **Preamble:**

Engineering Education in India is the most sought after for career avenues for a large number of students. Improving the learning outcomes of the students and enhancing their employability skills are the major parameters that challenge the Institution. The effective governance at all levels is one of the most important keys to the improvement of the quality of learning, teaching and research outcomes of an Institution. The Good Governance Guidelines provide vital directions and indicators to the Governing Body of Sree Vidyanikethan Engineering College for enhancing the effectiveness and performance and to provide overall satisfaction to all the stakeholders. Through this, the Governors will have the opportunity to directly participate and monitor the key institutional functions such as developing Institutional Mission, strategic planning, quality



standards and quality assurance, accountability and performance, employer engagement, industry interface and stakeholder interaction.

'Good governance creates a sound, ethical and sustainable strategy, acceptable to the Institution as a whole and to other key stakeholders.'

'Good governance oversees the implementation of such strategy through well-considered processes in an open, transparent and honest manner.'

'Good governance is essential to the grant or assertion of Autonomy. Boards of Governors, by embracing good governance approaches, accept, unequivocally, their own collective and individual responsibilities.'

'Good governance facilitates decision-making that is rational, informed, and transparent which leads to organizational efficiency and effectiveness that supports and fosters the development of high quality education and research.'

*- World Bank Working Paper 190: Governance of Technical Education in India*

Hence the Governing Body of Sree Vidyanikethan Engineering College has determined to formulate this Good Governance and Leadership Guidelines for effective implementation in its quest for excellence.

### **Scope of Good Governance**

The benefits of good governance are demonstrated through:

- Integrity in appointments at all levels, both external and internal



- Strong leadership and management skills in all of the places where they are needed
- Processes in place for monitoring the quality of teaching and learning, and within institutions for improving that quality with appropriate student involvement
- Processes in place to deliver improvements in research quality
- Lean and competent administration
- Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit
- Effective and transparent mechanisms to determine remuneration at all levels
- Strong human resources processes such as appraisal, development and dealing with poor performance
- Effective student support arrangements
- Student participation in management and governance at all levels
- Contribution to better performance in accreditation
- Focused awareness of institutional outputs, especially increased employability.

### References:

1. *TEQIP Good Practice Guide for Governing Bodies -December 2012*
2. *NBA Accreditation Manual*
3. *NAAC Accreditation manual*



4. *Report of the Central Advisory Board of Education (CABE) Committee On Autonomy of Higher Education Institutions - June 2005*
5. *Report on Renovation and Rejuvenation of Higher Education - 2008*

### **Genesis of the Institution:**

Sree Vidyanikethan Engineering College was established in the year 1996 by Sree Vidyanikethan Educational Trust under the stewardship of Dr. M. Mohan Babu, a renowned Movie Artiste & Producer and formerly a Member of Parliament (Rajya Sabha) with the noble objective of promoting Technical Education in the backward region of Rayalaseema.

### **Vision:**

To be one of the Nations's premier Engineering Colleges by achieving the highest order of excellence in teaching and research.

### **Mission:**

- To foster intellectual curiosity, pursuit and dissemination of knowledge.
- To explore students' potential through academic freedom and integrity.
- To promote technical mastery and nurture skilled professionals to face competition in ever increasing complex world.



**Quality Policy:**

Sree Vidyanikethan Engineering College strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching processes for the benefit of students and making the College a Centre of Excellence for Engineering and Technological studies.

**Approval:**

The programs run by the Institution are approved by All India Council for Technical Education (AICTE), New Delhi.

**Affiliation:**

The Institution is affiliated to the Jawaharlal Nehru Technological University Ananthapur, Ananthapuramu

**Autonomy:**

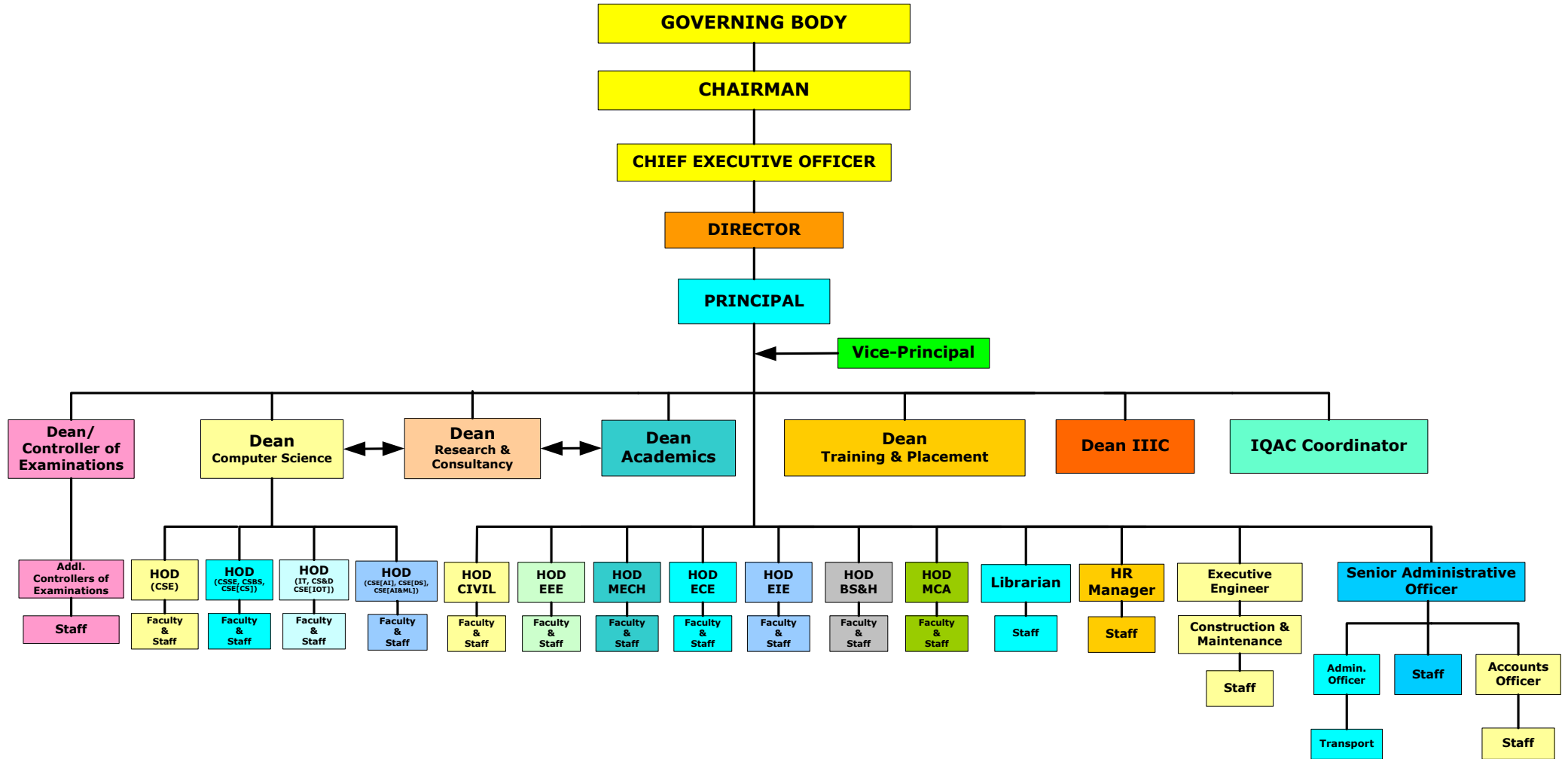
The Institution was conferred Autonomy by UGC, New Delhi and JNTUA Ananthapuramu w.e.f. 2010-2011

**Organization Chart:**



# SREE VIDYANIKETHAN ENGINEERING COLLEGE

## ORGANOGRAM





## **A. Primary Accountabilities**

### ***A1 Vision, Mission and Strategic Planning:***

The Governing Body shall ensure that:

- The Institution draws a clear vision indicating the aims and objectives.
- An objective mission which indicate the action plan for comprehensive identification of physical, financial and human resources to achieve the objectives
- A strategic plan is developed upon conducting a SWOT analysis involving the prime stakeholders of the Institution.

The Governing Body shall approve them and monitor the implementation of the strategic plan and assess the outcomes for continuous improvement.

### ***A2 Finance***

## **Engineering College**

The prime responsibilities of the Governing Body pertaining to financial matters of the Institution are:

- Ensuring the solvency of the Institution and safeguarding its assets
- Approving the financial strategy
- Approving annual operating plans and budgets which should reflect the Institution's strategic plan
- Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/contracts/ memorandum



- Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to functionaries at appropriate levels
- Ensuring the existence and integrity of risk management, control and internal governance systems and monitoring these through an Audit Committee
- Receiving and approving annual accounts (audited financial statements) and periodically monitor the capital and operating expenses (at least once in a quarter) to ensure that the finances of the Institution is managed as per the approved plan and to approve genuine variations, if any.

The Governing Body shall delegate the detailed planning, implementation and monitoring of the financial aspects to the Finance Committee of the Institution.

The Finance committee shall be chaired by the Member Secretary of the Governing body, and Director, Finance will be the member along with a senior professor formed in line with regulations of University Grants Commission for Autonomous Colleges and report to the Governing Body.

### **A3 Procurement**

Governing body should ensure that Value for Money in procurement and is achieved through:

- Internal stringent procurement policies and procedures
- An open and transparent manner without any entry barriers and all eligible suppliers, manufacturers and consultants are allowed to participate.



The Central purchase committee chaired by the Head of the Institution, Member Secretary of the Governing Body with the Director, Finance and senior professors of the Institution as the members shall undertake and monitor the process of procurement and report to the Governing Body.

#### **A4 Audit**

The Governing Body shall direct and oversee the Institution's arrangements for internal and external audit.

An Audit committee chaired by the Head of the Institution, Member Secretary of the Governing Body with the Director, Finance and one senior professor of the Institution as the members shall undertake and facilitate the process of Audit (both internal and external) and report to the Governing Body.

#### **A5 Risk Assessment and Management**

The Audit Committee shall also be responsible for identification and management of risk embedded in all business systems and operations prepare a report and submit it before the Governing Body sits for approval of audited statements.

#### **A6 Human Resource Management**

The Human Resource Committee chaired by the Head of the Institution and other members including the management representative, senior academicians of the Institution are responsible for recruitment and development of the employees of the Institution. They shall monitor the processes and systems through policies and procedures approved by the Governing Body and report periodically.



### ***A7 Estate Management***

The Governing Body shall be responsible for Infrastructure planning, set-up and maintenance to meet the objectives of the institution.

Institution's land and buildings, laboratories and other physical assets are maintained and monitored by the Estate Manager and the Chief Engineer of the Institution who will report to the Head of the Institution periodically.

### ***A8 Health and Safety***

The Governing Body shall be responsible for creating facilities and amenities for health and safety of the stakeholders on the Institution premises.

Full time doctor on campus dispensary, shall be responsible for the health related issues of the inmates and shall report to the Head of the Institution

Safety systems and mechanisms shall be provided by the Chief Engineer for the benefit of the inmates.

### ***A9 Equality, diversity and reservations***

The Equity Action Plan prepared by the Institution for providing 'equal opportunities to all' shall be approved by the Governing Body and Head of the Institution shall monitor its implementation.

### ***A10 Monitoring Institutional Performance***

The Governing Body shall evolve an assessment mechanism and a system with key performance indicators to continuously monitor the performance and quality of the Institution.



Internal quality assurance, peer review, benchmarking with institutions and quality accreditations by national and international agencies shall yield the performance indices. These inputs shall be discussed in Governing Body for update of action plan.

#### ***A11 Monitoring the Performance of the Head of the Institution***

The Governing Body shall monitor the performance of the Head of the Institution annually. The information collected through a standard format will be discussed in the meeting for approval and remedial action, if any.

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

The Governing Body shall promote transparency and openness to ensure public trust and institutional integrity through proper information regarding the outcomes of the deliberations in the Governing Body. However confidential matters pertaining to the institutional secrecy, if any, that need not be disclosed, shall be decided by the Governing Body before making them public.

#### **B1 Publication of Annual Report**

The Institution shall publish an annual report which includes:

- Attainment of Key performance Indicators as per strategic plan
- Budget statements
- Delegated Committees and their performance

The annual report shall be approved by the Governing Body and published.



## **B2 Maintenance of Register of Interests**

A Register of Interests of all the members of the Governing Body shall be maintained pertaining to the activities of the Institution, where ever and when ever, they arise.

## **B3 Conduction of Governing Body meetings**

The Governing Body meetings shall be conducted in an open manner by

- Earmarking fixed days of a year
- Preparing Agenda on all the vital issues of the Institution
- Sending Invitation and agenda in advance to all the members
- Circular about the event among the students, faculty and staff
- Minutes of the meeting published and as well hosted on the Institution's website for the information of all the stakeholders

## **C. KEY ATTRIBUTES OF GOVERNING BODIES**

### **C1 Size of Governing Body**

The Governing Body of the Institution should be of optimum size in number and it should satisfy the norms of the apex bodies.

### **C2 Skills, Experience and Competences of members**

The members of the Governing Body shall be nominated in such a way that they possess equilibrium of skills, experience and competence to provide leadership and mentorship to the institution in its quest for excellence. The members shall contribute to the growth and development of the Institution with selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



### **C3 Nomination of Independent members**

The Governing body shall have independent members who are pioneers in their domains and shall provide unbiased criticism and debate issues leading to quality of systems or processes.

### **C4 Appointment**

The appointment of members of the Governing Body shall be managed by a Nomination Committee. The Chairman of the Governing Body shall be the Chairman of the Nomination committee.

### **C5 Representation of staff and students**

The Governing Body shall consider the representation of students and staff on the Body for transparency and encouraging participatory management.

### **C6 Conduct and Commitment**

The Governing Body shall meet at least 4 times in a year and if required extraordinary meetings can be convened to discuss urgent issues of importance. The Governing Body shall observe high level of commitment and maintain standards of quality governance in all its businesses.

### **C7 Delegation and Clarity of Responsibilities**

The Governing Body shall ensure proper delegation of responsibility to the Chair of the Governing Body, Head of the Institution, Member secretary and Committees. Also their roles and responsibilities shall be defined clearly.

Delegated committees should be empowered to conduct the work judiciously and report to the Governing Body and certain key functions shall be retained by the Governing Body itself.



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

### **D1 Self-Review of the Governing Body**

The Governing Body and its committees shall undertake a formal and rigorous performance evaluation on level of attainment of long term strategic objectives and short term key performance indicators periodically. The statement of primary accountabilities shall be the indicator to measure its effectiveness. The self assessment and review process shall contribute to the restructuring the body or adopting newer processes for development.

### **D2 Induction and Development of new members**

The Chairman of the governing body, the Administrator who supports the Governing Body, shall apprise all the new members on the terms of their appointment and responsibilities placed on them for the proper governance of the Institution.

Few documents to be delivered during their appointment include:

- A copy of the institution's governance guidelines
- 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, evaluation, research, industry interaction and Infrastructure
- The institution's organizational structure
- The rules and procedures of the Governing Body.





## E. REGULATORY COMPLIANCE

Governing body shall ensure compliance with the statutes, ordinances and provisions regulating the Institution; and, subject to these, take all final decisions on matters of fundamental concern to the institution.

Also information is furnished by the institution to regulatory agencies indicative of that it complies with the stated purpose of the institution.

The prime aspects of Compliance shall be:

- Communicate on time with all Government, Quasi and other statutory apex agencies
- Maintain the standards required for official approval set by AICTE
- Adhere to the rules of affiliation issued by JNTUA Ananthapuramu
- Comply with the guidelines set forward by the UGC and JNTUA Ananthapuramu approving of the academic autonomy
- Follow the admission process set by AP State Council of Higher Education
- The statutory basis on which public funding is provided to the Institution and the purposes for which it is provided
- Proper stewardship and effective use of public and other funding and internal and external accounting systems which enable the fulfillment of these requirements
- To have in place sound systems of governance, management including risk management and internal control
- To safeguard the financial viability of the Institution.



**(Annexure - I)**

**Self Review template of Governors**

*Note: The purpose of this review is to assess the contribution you have made to the work of the governing body in the last year, and to solicit suggestions for the year ahead. The information given here is strictly confidential and will not be disclosed without your agreement.*

- Chairman, Governing Body

1. Your functioning and contributions in the last 12 months as per the Governance Guidelines.
2. Were there instances where the functions of Governing body deviated from the Governance Guidelines? What is its impact?
3. Your suggestions for the Governing Body functioning for the next 12 months.
4. Your suggestions to improve the corporate governance of the institution
5. Your suggestions on the improvement in the functioning of the Chair of the Governing Body.
6. Any other suggestions for the growth and development of the institution.

- Governor



## Head of the Institution performance evaluation Template

### 1. Leadership:

- Development, alignment and execution of strategic plan
- Monitoring the curriculum implementation
- Instructional and evaluation strategies
- Motivation

### 2. Culture:

Development and nurturing a balanced, rigorous, positive and safe culture among the stakeholders

### 3. Human resource management:

Quality faculty and staff

- Recruitment,
- Orientation,
- Development,
- Evaluation, and
- Retention

### 4. Organizational Management:

- Support, manage, and oversee the operations
- Optimal use of resources of the Institution



## 5. Communication and Relations

Communication, collaboration and engagement with stakeholders

## 6. Professionalism

- Demonstrate behavior consistent with legal, ethical, and professional standards
- Engage in continuous professional development
- Contribution to the profession.

## 7. Student Progress

Foster student 360 degree development in line with vision and mission of the Institution.

## 8. Regulatory compliance:

Ensure that information is provided to all regulatory agencies pertaining to the institution timely.



## TERMS OF REFERENCE FOR STATUTORY COMMITTEES

### 1. Finance committee

#### **Composition of the Committee:**

Head of the Institution	- Chairman
Director Finance & Administration	- Member
Senior Professor of the Institution	- Member

#### **Terms of reference:**

- The annual accounts and financial estimates of the Institution shall be placed before the Finance Committee for consideration and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institution.
- No expenditure other than that provided in the budget shall be incurred by the Institution without the approval of the Finance Committee.
- To recommend to the Governing Body the creation of all types of posts in consultation with the Academic council.
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Academic Council.
- To monitor and control the expenditure and revenue in case of any deviation



## 2. Human Resources Committee:

To recruit potential faculty and staff who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the development of the Institution.

### **Composition of the Committee:**

Head of the Institution	- Chairman
Management Representative	- Member
Dean (Academics)	- Member
Internal Experts (2)	- Member
External Experts (2)	- Member

### **Terms of reference:**

- Identify vacancies
- Prepare job description and person specification
- Advertising the vacancy
- Response Management
- Short-listing
- Arranging interviews
- Evaluation of demonstration and Interview
- Decision making
- Making the appointment
- Formal offer
- Induction, orientation and development
- Relief



### **Central Purchase Committee:**

Monitoring & controlling all the purchases of the Institution as per the guidelines given by the Governing Body from time to time.

#### **Composition of the Committee:**

Head of the Institution	- Chairman
Director (Finance and Administration)	- Member
Dean (Academics)	- Member
Dean (Research)	- Member
Senior Professor of the Institution	- Member

#### **Terms of reference:**

- To analyze quotations provided by the institution and provide recommendation for approval
- To ensure all documentation is accurately completed.
- To ensure that the supplies/services quoted for comply with what was requested on the specifications.
- To request technical input from relevant faculty and staff as required.
- Seek clarification from suppliers/service providers/consultants where necessary.
- Ensuring proportionality, transparency, accountability and fairness in the procurement process
- Involvement in the evaluation discussion
- Ensuring all relevant documentation is prepared prior to Purchase Committee meeting



- Ensuring samples are available for review if relevant and are returned to all unsuccessful bidders
- Ensuring all necessary procurement procedures are properly followed and report to the Governing Body

**Nominations Committee:**

***Composition of the Committee:***

Chairman of the Governing Body	-	Chairman
Head of the Institution	-	Member
Internal Member of the Governing Body	-	Member

**Terms of reference:**

- Evolve rigorous and transparent recruitment procedures
- Prepare the role description and capabilities
- Publicizing the vacancies
- Rotation and re-appointment of members

**Audit committee:**

*Composition of the Committee:*

Head of the Institution	-	Chairman
Director (Finance and Administration)	-	Member
Senior Professor of the Institution	-	Member

**Terms of reference:**

- Devising, developing and maintaining control systems,
- Causing internal audits
- Evolving Risk management, control and governance procedures
- Facilitating external Audits





## ROLES & RESPONSIBILITIES OF CHAIRMAN & HOI

### Role of Chairman

- The Chairman is responsible for the leadership of the Governing Body and ensures that the necessary business of the Governing Body is carried on efficiently and effectively embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- The Chairman should ensure, a good working relationship with the Chairs of the Committees of the Governing Body, and regular reports from the committees are presented to the Governing Body to their satisfaction.
- The Chair shall encourage all members to work together effectively, contributing their skills and expertise and shall seek to build consensus among them.
- The Chairman shall ensure that the Governing Body approves and operates a procedure for the regular review of the performance of individual members of the Governing Body, and should participate as reviewer in that process also the Chairman shall encourage members to participate in institutional training and development events.
- The Chairman shall involve in the process of induction of new members and encourage all other members also to participate in this process.
- The Chairman shall conduct the performance appraisal of the head of the Institution.



- The Chairman shall ensure to manage appropriately any conflict of interest that arises to uphold the integrity of the Governing Body Business
- The Chair shall ensure that the Administrator to the Governing Body maintains a Register of the Interests of members of the Governing Body up-to-date and timely disclosure
- The Chairman shall ensure that the Governing Body exercises efficient and effective use of the resources of the Institution, maintains its long-term financial viability, safeguards its assets, proper financial control and prevention of fraud.
- The Chairman shall be responsible for ensuring that the Governing Body exercises control over the strategic direction of the institution, through effective planning.
- The Chairman shall establish a constructive and supportive working relationship with the Head of the Institution, recognizing the proper separation between governance and executive management.
- The Chairman shall represent the Governing Body and the Institution externally.
- The Chair shall play a major role in liaising between key stakeholders and the Institution, including fund-raising.
- The Chairman shall have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- The Chairman shall act fairly and impartially in the interests of the institution by using independent judgment and maintaining confidentiality.



- The Chairman shall attend all meetings of which he is Chairman or a member; if absence is unavoidable prior information shall be provided.

### **Role of Head of the Institution**

#### **Duties and Responsibilities:**

The Principal shall be the Executive Head of the Institution appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution.

The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body, Chairman of the Academic Council and the Finance Committee.

The responsibilities of the Principal are:

- To ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
- To re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Governing Body.
- To exercise general control over the affairs of the Institution and be responsible for implementation of recommendations of the various committees of the Institution, in consultation with the Administrator.
- To convene meetings of the various bodies of the Institution.



- To prepare the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions for the development of the Institution.
- To apply to AICTE (for extension of approval, sanction of new programs and courses and variation in intake).
- To apply to JNTUA, Anantapur for affiliation.
- To apply for accreditation to different agencies like NBA, NAAC etc
- To ensure timely correspondence with APSICHE, Commissioner of Technical Education, Convener EAMCET, Convener ECET, Convener ICET and Convener POLYCET for student admissions and other relevant matters.
- To correspond with Social Welfare Department (for submission of scholarship applications for students of SVEC), and all other relevant Govt. offices (like office of the District Collector for attending meetings on anti-ragging).
- To send statistical data to State Government and University Grants Commission, New Delhi etc. and other apex agencies.
- To comply with all statutory obligations pertaining to the Institution.
- To conduct internal, end and other examinations.
- To ensure and receive all Department budget proposals for the next academic year in the prescribed format by 15<sup>th</sup> January of every calendar year. Taking into consideration the central requirements and those of various Departments in the form of operational budget, maintenance budget and developmental budget, prepare consolidated budget proposal for the approval of Governing Body.



- To maintain student discipline and orderly functioning of SVEC and for taking all the decisions in this regard with the help of the disciplinary committee.
- To inculcate discipline, decency, decorum and dignity among the faculty and staff of SVEC.
- To be responsible for the general amenities and arrangements for students and employees of SVEC.
- To conduct faculty recruitment as part of HR Committee.
- In the absence of the Principal, his duties will be entrusted to any Professor, as per the instructions of the Governing Body.
- In line with the philosophy of the Governing Body to support deserving economically poor students, scrutinize the applications regarding sanction fee concession, scholarship and financial support to students in consultation with Administrator and submit to Governing Body.
- Any other work assigned by the Chairman/Governing Body connected with the development of SVEC.



## FUNCTIONS OF APEX BODIES

### Functions of Governing Body:

- To manage and administer the revenues and properties of the Institution and to conduct all administrative affairs of the Institution.
- To regulate and enforce discipline among the employees of the Institution and to take appropriate disciplinary action, wherever necessary.
- To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institution.
- To select a Logo and to have a common seal for the Institution and to provide for the custody and use of such seal.
- To appoint such committees for such purpose and with such powers as the Governing Body may think fit and to co-opt such persons on these committees as it thinks fit.
- To create infrastructure facilities such as premises, buildings, furniture, equipment and other facilities required for running the Institution.
- To appoint, in order to execute an instrument or transact any business of the Institution, any person as attorney of the Institution with such powers as it may deem fit.
- To constitute a committee to create facilities and to formulate welfare schemes for the benefit of the faculty, staff and



students in such manner and subject to such conditions as may be prescribed by the guidelines of the Institution.

- To delegate, all or any of its powers to any committee or sub-committee constituted by it or the Director/Principal of the Institution or any other person.
- To maintain and manage hostels for the students of the Institution.
- To nominate a member to the Finance Committee of the Institution.
- To create teaching and non-teaching posts, to determine number, qualifications and cadres thereof as per the Guidelines of AICTE/ University Grants Commission upon recommendations from Academic Council.
- To appoint such Professors, Associate Professors, Assistant Professors, visiting Fellows, Visiting Professors and adjunct faculty and other academic posts-as may be necessary on the recommendations of the Academic Council.
- To lay down the duties and conditions of service of the Faculty and Staff of the Institution, in consultation with the Academic Council.
- To grant leave of absence to the Director/ Principal or any other officer of the Institution and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence.
- To Institute Fellowships, Scholarships, Studentships, Medals, Prizes and Certificates in accordance with the recommendations of Academic Council.



- To establish, on the advice of the Academic Council Divisions and Departments for the academic work and functions of the Institution and to allocate areas of Study, Teaching and Research to them.
- To admit the students as per the norms of AICTE/UGC/APSCE.
- To conduct examinations or tests and declare the results of such examinations and tests to enable the students to get their degrees, diplomas and certificates and other academic titles and distinctions from the affiliating University.
- To fix the emoluments and traveling and other allowances of examiners, moderators, tabulator's and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.
- To appoint and fix the remuneration of Auditors for the ensuing year.
- To open account or accounts of the Institution with any one or more scheduled banks and to operate as per the guidelines of the Institution.
- To manage the finances, accounts, moveable and fixed properties and all other administrative affairs of the Institution.
- To apply / seek for receiving grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships etc., for carrying out the objectives of the Institution.
- To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institution, and, on such





terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.

- To invest the funds of the Institution or money entrusted to the Institution in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- To maintain a fund to which shall be credited:
  - All moneys provided by the Central or State Governments / University Grants commission.
  - All fees and other charges received by the Institution.
  - All moneys received by the Institution as grants, gifts, donations, benefactions, bequest or transfers and
  - All money received by the Institution in any other manner or from any other source.
- To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-laws.
- The Governing body of Sree Vidyanikethan Engineering College (autonomous) reserves the right to revise, amend or change the powers and related responsibilities herein stated.
- The Governing Body shall be Principal Executive Body of the Institution and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Institution.



## FUNCTIONS OF ACADEMIC COUNCIL (AC)

- To exercise general supervision over the academic work of the Institution and to give directions regarding methods of instructions, evaluation or research or improvements in academic standards.
- To consider matters of academic interest either on its own initiative or with the recommendations of Boards of Studies or at the instance of the Governing Body and to take proper action thereon.
- To nominate experts on Boards of Studies for the departments of the Institution.
- To approve the Panel of Examiners recommended by the Boards of Studies.
- To make recommendations to the Governing Body on:
  - a) New programs of study, degrees, diplomas and certificate
  - b) Measures for improvement of standards of teaching training and research
  - c) Institution of Fellowships, Traveling Fellowships, Scholarships, Medals, Prizes etc.,
  - d) Establishment or abolition of Departments / Centers and
  - e) Guidelines covering the academic functioning of the Institution, discipline, residence, admissions, examinations, award of fellowships and studentships, free ships, concessions, attendance etc.,



- To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institution.
- To appoint sub-committees to advice on such specific matters as may be referred to it by the Governing Body.
- To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Governing Body) as the circumstances on each case may require.
- To take periodical review of the activities of the Departments/Centers and to take appropriate action (including making of recommendations to the Governing Body) with a view to maintaining and improving the standards of instruction.
- To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and guidelines.
- To suggest measures for departmental co-ordination.
- To recommend institution of Teaching posts, Professors, Assoc. Professors, and Asst. Professors to the Governing Body.
- To Scrutinize and approve the proposals with or without modification of the Boards of studies, academic regulations, curricula, syllabi and modifications, instruction and evaluation arrangements, academic methods and procedures.
- To prepare regulations for co-curricular and extra curricular activities and proper maintenance and functioning of facilities

