



# **P E S COLLEGE OF ENGINEERING, MANDYA- 571401, KARNATAKA**

**Aided by Govt of Karnataka, Autonomous Institute under  
Visvesvaraya Technological University, Belgaum.**

## **GOVERNANCE GUIDELINES DOCUMENT**

# **2014-15**



**“Professionally Excellent Socially Committed Engineers”**

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2014-15

FOR

## P.E.S. COLLEGE OF ENGINEERING, MANDYA, KARNATAKA, INDIA

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## **INTRODUCTION**

This document is for the Governance of P.E.S. COLLEGE OF ENGINEERING (PESCE), Mandya, Karnataka. This document of Governance has been framed based on;

1. Norms of University Grant Commission, New Delhi, India for autonomous colleges (1)
2. P.E.T. Trust® rules and regulations (2)
3. TEQIP Good Practice Guide for Governing Bodies(3)
4. VTU guidelines governing autonomous colleges
5. Best practices of institution at present

The document reflects the suggestions contained in TEQIP Good Practice Guide for Governing Bodies (3).

The main aim of bringing out this document on Governance is to put on record the structure and practices for Governance that have resulted in efficient functioning to provide benefits and satisfaction to all stake holders and hence lead to overall quality enhancement. Some important benefits are:

- Integrity at all levels of individuals, systems and organization in relation to external and internal related activities of the college.
- Strong leadership and management skills in all of the places where they are needed.
- Processes in place for monitoring and improving the quality of teaching and learning, and within institution for improving the quality with appropriate student involvement.
- Processes in place to deliver improvements in research quality.
- Processes in place to develop entrepreneurship eco-system.
- Lean and competent administration.
- Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit.
- Effective and transparent mechanisms 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.
- Processes to help follow compliances of rules and regulations.

**The document comprises of five sections:**

**Section 1:** Discusses institution's vision, mission, organizational structure and roles and responsibilities of key positions, including the differences between governance and management.

**Section 2:** covers the role of Governing Council.

**Sections 3, 4, and 5** respectively, discuss roles and responsibilities of members, delegation of authority to different functionaries, and frequency and processes for the conduct of Governing Council meetings.

The Governing Council recognizes the need for self-review of its functioning, and provision has been made to undertake rigorous evaluation of its own effectiveness and that of its committees at least once in THREE years, and ensure that a parallel review is undertaken of the functions of senate/academic board and its committees. Effectiveness is measured against both the institution's statement of primary accountabilities and its compliance with these guidelines. Structures and processes will be revised accordingly, as part of the Governing Council's ongoing-regular review processes.

*This document has drawn considerably from "TEQIP Good Practice Guide for Governing Bodies December 2012".*

References

- [1] GUIDELINES FOR AUTONOMOUS COLLEGES DURING THE ELEVENTH PLAN PERIOD (2007- 2012)
- [2] Enhancing the Capabilities of Technical Education Institutions in India TEQIP Good Practice Guide for Governing Bodies December 2012. A Government of India, Ministry of Human Resources Development and World Bank Initiative In partnership with State Governments of India.

## **Section 1: Institution**

P.E.S. COLLEGE OF ENGINEERING (PESCE), Mandya, Karnataka was established in the year 1962 by Peoples Education Trust ®, Mandya to meet the challenges of the emerging industrial world. The college affiliated to Visvesvaraya Technological University, offers undergraduate, postgraduate engineering and management programs. The college also offers doctoral and Masters of Science by research programmes through University approved research centres.

Sprawling over an area of 62 acres, the picturesque campus comprises buildings with striking architecture. A constant endeavor to keep abreast with technology has resulted in excellent state-of-the art infrastructure that supplements every engineering discipline. The academic excellence achieved led the college to attain "Academic autonomy" in the year 2008 from University Grants Commission (UGC) after obtaining permanent affiliation from Visveswaraya Technological University, Belgaum. The College is recognized by All India Council for Technical Education (AICTE), New Delhi.

### **1.2 Vision, Mission, Quality policy and core values of the Institution**

#### **Vision**

“An institution of high repute, imparting quality technical education to develop innovative and humane engineers”

#### **Mission**

“Committed to develop students potential through high quality teaching- learning processes and state of art infrastructure”

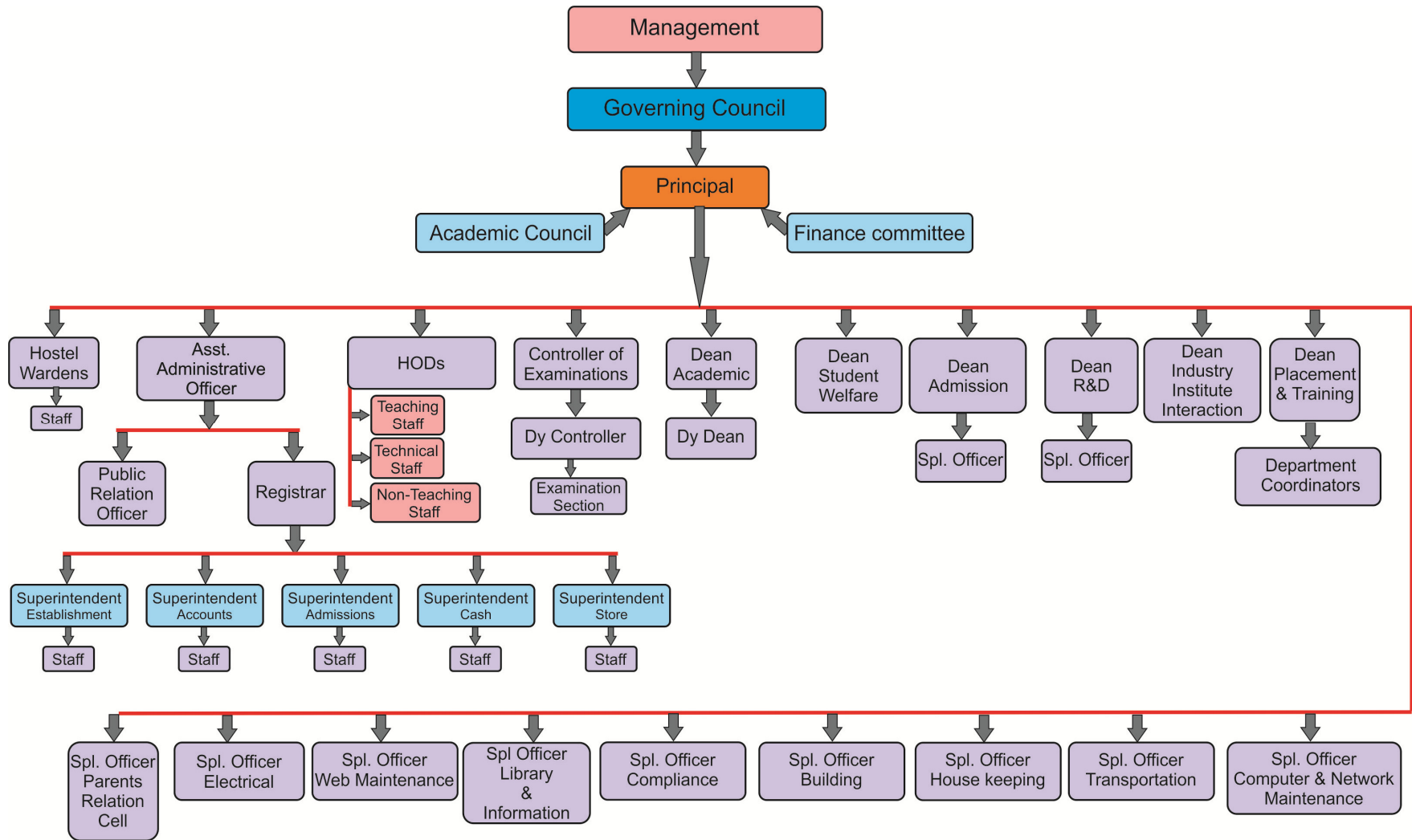
#### **Quality policy**

Highly committed in providing quality, concurrent technical education and continuously striving to meet expectation of stake holder.

#### **Core values**

- Professionalism
- Empathy
- Synergy
- Commitment
- Ethics

# Organisation chart





## **Governing Body/Governing Council (GC)**

Governing Council of the college has been constituted as per the norms of University Grant Commission, which is the regulatory body for approving autonomous colleges in India. Its main function is to ensure that stakeholders, including students, faculty and institutional management, as well as those from the wider society, have full confidence and trust in our institution - and that all those who have governance responsibilities and accountabilities, both within and Outside institutions, carry these out effectively. As per the rules and regulations Governing PET Trust ®, the Chairman of the Society shall be the Chairman of the Governing Council of PESCE and will be one of the five members representing the PESCE management (PET<sup>(R)</sup>) on the Governing Council of the college.

## **Academic Council (AC)**

The Academic Council is the highest academic body of the college and is responsible for laying down, regulating, and maintaining the standards of teaching, research, and examinations in the college. It consists of the Principal as its Chairperson, all the Deans, Heads of Department and Postgraduate coordinators of the college, four teachers of the college representing different levels of teaching staff, not less than four experts from outside the College (representing such areas as industry, Research and Development Laboratories, Technical Education), three nominees of the University and a faculty member, nominated by the Principal acting as Member Secretary.

## **Board of Studies (BOS)**

The Board of Studies (BoS) is primarily responsible for the curriculum design and development based on the need of the industries delivery and assessment carried out in the relevant Departments. Its principle concerns are:

- The general arrangements for teaching and examining
- The curriculum structure and content
- Supervision of the academic progress of students.

It also deals with any other issues referred to it by the Academic Council.

The Board of Studies is chaired normally by the Head of the department and members include faculty at different levels covering different specializations of the program; two experts in the subject from outside the college, nominated by the Academic Council; one expert from outside the College nominated by the Vice-Chancellor of VTU; one representative from industry/corporate sector/allied area relating to placement, nominated by the Academic Council; one postgraduate meritorious alumnus, nominated by the Principal.

## **Principal/Head of the institution**

The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution.

The Head of the Institution is accountable to the governing body, which reviews the functioning and growth of the institution in relation to the authority delegated to him/her having regard to these that are conferred directly by the instruments of governance.

Head of the institution has the following responsibilities:

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

To ensure smooth functioning of operational and academic activities the Head of Institution shall be supported by different Deans and 'Cells', such as the Examination Cell, Maintenance Cell, Research and Development Cell and others. At the institution level, a Central Steering Committee (CSC) shall exist. The CSC will play a leadership role at the institution level and help the Head of Institution to plan implement and monitor the academic and day-to-day administrative activities and also new initiatives.

## **Vice-Principal (VP)**

**(under consideration and not yet approved by BOG)**

Role: Officiating General responsibilities in the absence of the Principal

Responsibility:

- a. Faculty Development
  - He/She will assist the Principal in faculty training and development.
  - He/She will be responsible for maintenance of up-to-date registers of faculty and non-teaching staff.
- b. Industry-Institute Interaction
  - He/She will initiate and coordinate industry-institute interaction and help departments to get sponsored student/faculty research projects. Industry-Institute-Interaction Cell will assist the Vice-Principal in this activity.
- c. Co-curricular and Extra-curricular Activities

- He/She will be responsible for finalizing all co-curricular and Extra-curricular activities. Co-curricular Cell, Chairman for Cultural Activities and Chairman for Sports Activities will assist him/her in these activities
- d. Student Welfare and Grievance
- He/She will assist the Principal in disbursement of student scholarships and attending to student grievances.
- e. Other works:
- He/She will assist the Principal in any other work/duties assigned to him/her by Principal.

## **Dean (Acad)**

### Role: Dean - Academic affairs

#### Responsibility:

- a. Student Instructions:
- He/She will assist the Principal in finalization of prospectus, syllabi, academic calendar, registration and classroom arrangement for proper teaching.
  - He/She will be responsible for maintenance of up-to-date academic records of students.
- b. Academic committee:
- He/She will assist the Principal in the organization of academic committee meetings and all matters related with it.
  - He/She will assist and provide any necessary liaison with the affiliating university (VTU) and other academic organizations.
- c. Issue of certificate/medals:
- He/She will assist the Principal for issue of certificates/medals/scholarships and prizes to students as per norms.
- d. Formulation of new courses:
- He will assist the Principal in the formulation of new technical courses.
- e. Reporting officials:
- DUGC and DPGC, Chairmen shall be reporting to the Dean (Academic) for related official matters.
- f. He will assist the Principal for any other work/duties assigned by the Principal.

#### **Authority:**

- To approve the academic calendar, Registration of Students, Conduct Academic Council Meeting

## **Deputy Dean (Acad)**

He /she will assist dean to carry out his duties and responsibilities. In the absence of the dean he will consult the principal to carry out the work related to dean (acad).

## **Controller of Examinations (COE)**

Role: Conduction of Examination activities

Responsibility

- Announce the schedule of Semester End Examination (SEE) as per the dates defined in the academic calendar
- Organize setting of question papers, schemes of evaluation and solution, scrutiny of question papers, printing of question papers and stationary
- Conduct the SEE and arrange for valuation
- Arrange of compilation of results and announce the results.

Authority

Plan and conduct the semester end examinations. Ensure required discipline and transparency at all levels.

## **Deputy controller of Examinations**

Role : Coordinating examination activities and to support COE for smooth conduction of examinations.

Responsibility

- Help COE while preparing SEE time table.
- Assign of room invigilators for SEE examination
- Conduction of day to day SEE examination and maintaining the code of conduct of the examination.
- Collection of Answer books and bundling
- Constituting the Squad to prevent any examination mal practices.

Authority:

- Responsibility of maintaining the front end examination process.

## **Head of the Department**

**Role: Head of the Department**

Responsibility:

- Academic and administrative management of the department
- Providing leadership in both postgraduate and undergraduate courses in relevant field of specialization
- Monitor the Teaching and Learning activities, Research activities and provide appropriate guidance to the faculty at department level.
- Initiate and carry out Consultancy services at department levels

- Policy planning, Monitoring and Evaluation and Promotional activities both at departmental and institutional level
- Participating in Curriculum development and developing resource materials Design and development of new programmes
- Initiate and carry out Continuing education activities
- Initiate and support Interaction with industry and society
- Providing Students' counselling and interaction at department level.
- Administration at Departmental levels
- Support student's extra-curricular activities at department and institutional level.
- Supervise Department House keeping
- Take necessary measure and work for Student and stakeholders' satisfaction.
- Address the grievances at department level.

**Authority:**

- Approval of teaching plans

**Dean (R& D)**

Dean (Research & Development) has the crucial role of promoting research within the Institute. He helps raise awareness of funding opportunities to support faculty research, and oversees systems and processes related to externally funded sponsored/consultancy projects. He also facilitates conferences, seminars and workshops held at the Institute.

Responsibilities:

- Monitor and report on progress of research activities to the principal
- Be responsible for the effective implementation of the Institute Research Strategy and policies.
- Provide leadership for the work of research scholars leads and give appropriate feedback as part of their performance reviews.
- Co-ordinate with the concerned universities for submission of necessary documents regarding affiliation, research scholar progress report and subsequent exercises time to time
- Represent the institution externally in relevant research activities and meet.
- Responsible to create conducive environment for research in the campus.
- Act as the link person for relevant external bodies and provide information about various research project funding from external agencies.
- Organise the researcher meet every year and arrange for progress evaluation of researcher
- Undertake any other duties and responsibilities entrusted by the principal to improve the research activities in the institute
- Facilitate growth of research activity in the faculty, including developing mechanisms and targets to achieve.
- Coordinate and plan the development of research infrastructure across the faculty.
- Develop and coordinate strategies for maximising the faculty's success in gaining external research funding.

- Assume responsibility for the evaluation of faculty applications for external funding schemes.
- Represent the faculty on appropriate University/Institute committees related research scheme.
- Develop strategies to foster research collaborations within the faculty, across faculties and institutes, and with parties outside Institute.
- . Work with the principal, Innovation cell and HODs to realise timely Coordinate faculty-level workshops and staff development activities on research-related issues.
- Encourage research activities to attract the best research among Ph.D students.
- Maintain database of research scholars, research activities, research publications, regular updates of research profiles and of individual research profiles.
- Facilitate the conduction of Ph.D comprehensive and final Ph.D/MSc.(Engineering by Research) viva-voce exams.

#### **Authority**

Plan, initiate, supervise and support research activities.

#### **Dean (students Welfare)**

Responsibilities:

- To maintain discipline among students in the campus by coordinating with the Dean, Placement officer Students, HODs and Principal.
- Strictly Enforces the dress code, prevents ragging, and harassment among the students.
- To help/ arrange for Boarding, Studying, Playing, Entertainment and Security of the boys/girls in the campus.
- To look after medical facilities for sick and needy students.
- Provide counselling, guide and mentoring the students.
- To help students in getting fee-concession, scholarship, and stipend.
- To inform guardians about welfare of students.
- Organizing cultural-competitions/events in the campus time to time
- Address the grievances of students time to time.
- To eradicate Dissemination gender/caste.
- Acts as a bridge between student and faculty.

Authority: Maintain campus discipline and help the students.

#### **Dean (Admission)**

Responsibilities:

- Prepare the college prospectus in consultation with Management and Principal.
- Provide necessary support to the Admission section of the office during the student admission process.
- Interact with the KEA, DTE and COMEDK during admission of students, supervise the updated information on KEA and COMEDK web portal and helps the office admission staff to carry out admission process without any hurdle.

- Supervises preparation and issue of ID cards to the students.
- Supervise the online resume data entry by students.
- Helps the office staff to prepare the students list of each section.
- Helps the Dean (Academic) during the preparation of Time table.
- Officer in charge of issuing KSRTC Bus PASS and Railway concession forms to the students.
- Initiate, coordinate and conduction student Orientation program for the fresher in the beginning of the academic year.

Authority:

Carry out smooth admission process and provide necessary help.

## **Quality Management System**

All academic and administrative processes that are internal to the institution are run according to the PESCE-Quality policy.

## **Section 2: Role of Governing Council**

### **A. Primary accountabilities**

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

#### **A.1 To approve the mission and strategic vision of the institution**

Governing council has a duty to enable the college to achieve and develop its mission and primary objectives for learning, teaching and research.

This responsibility includes considering and approving the institution's strategic plan, which should set out the academic aims and objectives of the institution and identify the financial, physical and staffing strategies necessary to achieve these objectives.

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

At the institution level a team comprising the Head of Institution, Deans, Heads of Departments, Cell heads and senior faculty, shall formulate a draft strategic plan. The same shall be placed before the Governing Council for its consideration and approval. The strategic plan is reviewed after three years.

- A.2 To ensure the Establishment and monitoring of proper, effective and efficient systems of control and accountability

### **A 2.1. Finance**

Financial responsibilities of the Governing Council include:

- a. Ensuring the solvency of the institution and safeguarding its assets
- b. Approving the financial strategy
- c. Approving annual operating plans and budgets which should reflect the institution's strategic plan
- d. Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/contracts/memorandum
- e. Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to managers at appropriate levels
- f. Ensuring the existence and integrity of risk management, control and internal governance systems and monitoring these through an audit committee
- g. Receiving and approving annual accounts (audited financial statements) and periodically monitor the capital and operating expenses (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.

Detailed monitoring of the financial position and prospects, together with the appropriate levels of expenditure approval is delegated to a Finance Committee formed as per the norms of UGC.

Governing Council shall ensure that there exists a clear and well-established audit procedure of all the financial aspects of the institution. The auditors appointed by the parent organization, PET Trust®, Director of Technical Education and AG shall carry out financial audit of the institution. The Governing Council shall receive and approve the audited annual financial statements in a timely fashion.

### **A 2.2. Procurement**

Governing Council shall ensure 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 will review the functioning of the procurement system periodically.

Governing Council shall ensure that value-for-money (VFM) in procurement is achieved through obtaining assurances that:



- Adequate internal procurement policies and procedures are in place
- Policies and procedures are consistently applied.
- Procurement is carried out in an open and transparent manner without any entry barriers and all eligible suppliers, manufacturers and consultants are allowed to participate.

To obtain these assurances Governing Council shall ensure that their risk management framework and reporting mechanisms give adequate coverage of fairness and transparency of procurement processes; value for money achieved in the outcomes and risks. The institution's procurement procedures, including procedures for governing conflicts of interest relating to procurement matters, should form part of the Financial Regulations, which should be approved by the Governing Council.

### **A.3 To monitor institutional performance and quality assurance arrangements**

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

- The Governing Council actively measures and monitors institutional performance, including through the use of agreed KPIs which are both realistic and challenging
- The Governing Council regularly reviews comparative institutional performance with relevant peer institutions with a process such as benchmarking
- The Head of the Institution shall submit a report to the Governing Council based on the KPIs set by the Governing Council
- Based on the reviews, the Governing Council shall advise and guide the institution to address the gaps.

### **A.4 To appointment and review performance of different managerial/administrative positions of the institution**

The Governing Council shall be responsible for appointing the Head of the Institution as Chief Executive of the institution and to put in place suitable arrangements for monitoring performance.

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

The Governing Council shall review the performance of managerial/administrative positions of the institution.

#### **A 4.1 To establish Human Resources and Employment Policy**

Governing Council shall ensure that a policy is in place regarding human resources development and employment for the institution. It shall also ensure that a procedure is in place for managing and monitoring of human resources.

#### **A 4.2 To support Global, national and local collaborations between institution and academic partners, research and industry**

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

#### **A 4.3 To institute scholarships, fellowships, studentships, medals, prizes and certificates**

The Governing Council shall formulate the norms for instituting scholarships, fellowships, studentships, medals, prizes and certificates. As per the norms, the Academic shall recommend to the GC norms and rules to institute scholarships, fellowships, studentships, medals, prizes and certificates.

#### **A 4.4 To approve requests for new programmes of study leading to technical degrees and/or diploma**

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

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

#### **B.1 To promote Transparency and Openness at every level**

The Governing Council shall ensure the existence of a mechanism for providing relevant information to students, faculty, the general public, and potential employers of graduates on all aspects of institutional activity relating to academic performance, finance and management.

The Governing Council shall publish an annual report during September of every year. This report shall include academic, research, extracurricular and sports achievements of staff and students, and the financial statement of the college.

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

## B.2 Register of interests of members of Governing Council

The Member Secretary shall maintain a register of interests of all members of the Governing Council along with their resume. The register should be publicly available and should be kept up to date.

## KEY ATTRIBUTES OF GOVERNING BODIES

### C.1 Structure of Governing Council/Board of Governors

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

#### C 1.1 Representation to the Governing Council from different stakeholders

As per the requirement of the University Grants Commission, which is regulatory body for approving autonomous colleges in India, the following structure for Governing Council/Board of Governors is presented.

Table 1: Structure of Governing Council as proposed by UGC, New Delhi

Sl No	Position	No	Category	Remarks	Period
1	Chairman	1	Chairman of P.E.T. (R)	As per the rules and regulations Governing P.E.T.(R), the Chairman of the trust shall be the Chairman of the Governing Council of PESCE (R) management on the Governing Council of the college Chairman PET Nominated Trustees as members of GC	As per the P.E.T. (R) norms
2	Members	4	Trustees Nominated by Chairman, P.E.T (R)		
3	Member	2	Senior Faculty of the College	Nominated by the Principal based on seniority	2 years from the date of appointment
4	Member	1	Educationist or Industrialist	Nominated by the P.E.T. (R) Chairman	2 years from the date of appointment
5	Member	1	UGC nominee	Nominated by the UGC	6 years from the date of appointment

6	Member	1	State Government nominee	Nominated by 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 norms
7	Member	1	University nominee	Nominated by the University	As per University norms
8	Member	1	AICTE nominee	Nominated by AICTE	As per AICTE norms
9	Member Secretary	1	Principal of The college	Ex-officio. Member Secretary	-

### C 1.2 Independent members - co-opted members

Apart from members as required by the regulatory body UGC, the Governing Council in its capacity can also appoint additional external full-time members, independent of the institution, to carry out its primary accountabilities and to ensure the confidence of its stakeholders and constituents. The term of such members shall be for a period of two years. In addition to independent members the Governing Council may also appoint co-opt members, who are invitees for a temporary period to meet the specific requirements.

The Governing Council can also have other faculty / student members on the Governing Council as a co-opted member/invitee, in the interest of stakeholders. The student members are excluded from the voting process, when the Governing Council is taking decisions. The term of such members shall be for a period of one year.

### C 1.3 Nomination Committee for Appointment to Members of Governing Council.

Appointments of external/faculty / student members (other than mentioned in Table 1) to the Governing Council shall be managed by an independent nomination committee chaired by the Chairman of the Governing Council. The structure of this committee shall be:

1. **Chairman** - Chairman of the Governing Council
2. **Member** - One of the management representatives from the management,
3. **Member**-Educationalist/ Industrialist nominated by the management on Governing council (as in Table1),
4. **Member** - One member nominated by the Chairman of Governing Council
5. **Member Secretary** - Principal of the institution.

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

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

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

#### **C 1.4 Rotation and reappointment of members**

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

#### **C 1.5 Students participation in governance of college**

Governing Council shall ensure representation of student members on the Board of Studies and Academic Council to collect feedback on teaching-learning and research, administrative and governance issues affecting their academic activities and personal growth and these would be carried over to Governing Council for information and action, if necessary.

### **C.2 Roles and Responsibilities of Governors**

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

#### **C 2.1 Chairman**

Some of the significant roles and responsibilities of the Chairman are listed below:

- The Chairman is responsible for the leadership of the Governing Council and ultimately to the stakeholders for its effectiveness.
- As Chairman of its meetings should promote Governing Council's well-being and efficient operation, ensuring that its members work together effectively and have confidence in the procedures laid down for the conduct of business.
- The Chairman is responsible for ensuring that the Governing Council operates effectively, discusses those issues which it needs to discuss, and discharges responsibilities in a business-like way.
- The Chairman should ensure that the Governing Council exercises collective responsibility,

- The Chairman shall ensure that any conflict of interest is identified, and managed appropriately
- The Chairman shall ensure that an up-to-date Register of the Interests of members of Governing Council is maintained.
- The Chairman shall be responsible for ensuring that the Governing Council exercises efficient and effective use of the resources of the institution for the furtherance of its purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control.
- The Chairman is responsible for ensuring that the Governing Council exercises control over the strategic direction of the institution, through an effective planning process, and that the performance of the institution is adequately assessed against the objectives, which the Governing Council has approved
- The Chairman should have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- The Chairman shall maintain a good relation with head of the institution and will not interfere in day to day functioning of the institution.

## **C 2.2 Members**

Individual members of Governing Council should at all times conduct themselves in accordance with best interests of stake holders: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They should participate actively and contribute so that role of Governing Council (Section II) is met. Some of the significant roles and responsibilities of the members are enumerated below:

- Participate and guide in developing strategic plans
- Attend brainstorming sessions for new initiatives and guide the discussions
- Monitor the reviews of processes/procedures and changes in these from time to time
- Review procurement procedures and audit for any issues/concerns
- Members can be inducted into sub-committees for new initiations depending on their capabilities in that particular subject.

## **C 2.3 Head of the Institution**

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

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

### **C. 3 Delegation**

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

#### **C 3.1 Delegation to Chairman**

The Governing Council may delegate authority to the Chairman to act on its behalf between meetings. Action taken under delegated authority will normally be under urgent need or of routine nature after following a set of procedures. The member convener needs to bring this action of the Chairman to the notice of Governing Council when it meets next time and get the ratification of the action taken by the Chairman.

#### **C 3.2 Delegation to committees**

It is a common practice for a Governing Council to delegate some of its powers and to allocate some of its work to committees. Such matters are likely to include; the review and approval of the institutions annual estimate of income and expenditure and audited financial statements; decisions regarding academic autonomy to academic council etc. Committees should distinguish between issues on which they are empowered to take decisions, and issues that they must refer to the Governing Council for decision

#### **C 3.3 Delegation to Head of the institution**

It is common practice for a Governing Council to delegate some of its powers and to allocate some of its work to head of Institution which are of routine nature apart from managerial and development work of the institution. Such matters are: applying for approval to regulatory bodies, declaration of provisional results etc. The head of institution needs to bring this action to the notice of the Chairman and Governing Council when it meets next time.

#### **C 3.4 Delegation to other functionaries**

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

#### **C.4 Frequency, Processes and rules for conduct of Governing Council meetings**

The Governing Council meetings shall be conducted at least four times in an academic year.

The following processes shall be followed for the conduct of Governing Council meeting.

- In consultation with the Chairman of Governing Council the date, time, venue and agenda for the Governing Council meeting shall be fixed by the Principal of the institution who is also the Member Secretary of the Governing Council.
- The meeting notice to attend the meeting along with agenda for the meeting shall be sent to all members by the Member Secretary of the Governing Council at least two weeks earlier to the date of the meeting.
- Pre-agenda notes shall be sent to all members by the Member Secretary of the Governing Council so as to reach earlier to the meeting. This shall contain the minutes of the earlier Governing Council meeting, the action taken report on the resolutions of the earlier Governing Council meeting, and notes on action agenda and information agenda of the present meeting.
- On the day of meeting the above information in the pre-agenda notes along with notes on table agenda (Table agenda are included with the permission of the Chairman) shall be made available to all members by the Member Secretary of the Governing Council. Fresh Table agenda may also be included by the permission of the Chairman at the time of the meeting by any of the member.
- The proceedings shall be prepared by Member Secretary of the Governing Council and shall be circulated to all the members and the minutes of the meeting shall be finalized.

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

The minutes of the Governing Council shall be made available on web-site of the college except for the content which is related to personal information, not open to discussion by the whole Governing Council, some commercially sensitive material and as felt confidential by the Governing Council and declared as 'Reserved'.

Governing Council shall conduct itself in accordance with rules as per the document Constitution and Rules, P.E.T. ®, Mandya.



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

## **D.1 Induction and Development**

It is the responsibility of the chairman of the Governing Council to ensure that members of the Governing Council, when taking up office, be fully briefed on the terms of their appointment and be made aware of their responsibilities placed on them for the proper governance of the institution. They shall receive copies of background documents at the time of their appointment. These could include:

- A copy of the institution's governance document
- The institution's annual report, audited financial statements, and financial forecast
- The overall strategic plan, and strategy documents covering areas such as learning and teaching, research and other developmental activities
- Notes describing the institution's organizational structure
- The rules and procedures of the Governing Council

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

## **D.2 Performance review of the Governing Council in meeting strategic goals and objective of the institutions**

The Governing Council shall review their effectiveness regularly. Effectiveness of the Governing Council and that of the committees shall be measured against meeting strategic goals and objectives of the institution once in Three years. The review process may result in revision of its structure or processes as the case may be.

The Governing Council may also wish to engage persons independent to the institution to assist in the process of review of its effectiveness as well as other internal boards and committees.

## **E. REGULATORY COMPLIANCE**

To ensure the compliance of regulatory bodies

The Governing Council shall ensure 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 will be ensured through the report by the Head of the institution, on a regular basis to the Governing Council.

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

### **Annex 1: Terms of References for Committees**

#### **1. Finance Committee :**

The primary objective of the Committee is to assist the Board in detailed monitoring of the financial position and prospects, together with the appropriate levels of expenditure approvals.

#### **Composition:**

- a. The principal (Chairman).
- b. One person to be nominated by the Governing Body of the college for a period of two years.
- c. One senior-most teacher of the college to be nominated in rotation by the principal for two years.

The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice a year to consider:

- A. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected by the college.
- B. Audited accounts for the above.

#### **Reporting Responsibilities**

On financial matters, the Committee shall make recommendations and report to the Board on a regular basis, and in any event, when such reports or recommendations are requested by the Board.

# PES COLLEGE OF ENGINEERING, MANDYA-571401

[Autonomous College under VTU]

## RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS

*“The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive.*

*Non- adherence or non-compliance to the rules, regulations & responsibilities will be treated as **dereliction of duties** and suitable disciplinary action will be initiated against such employees/faculty members”.*

### F.1.1 GENERAL

- 1.1.1 The faculty members must be punctual to duty;
- 1.1.2 He/she shall stay within the campus during the working hours of the College;
- 1.1.3 He/she shall discharge the responsibilities assigned in Teaching / research/consultancy and administrative diligently in honest and un-biased manner with total commitment;
- 1.1.4 The faculty members are expected to conduct themselves in a Professional and co-operative manner;
- 1.1.5 Take precautions to protect equipment, materials and facilities of the college;
- 1.1.6 Attend and participate in the meetings, activities called/assigned by the HOD, Dean(s), COE, Principal and Higher authority;
- 1.1.7 To take up other duties and responsibilities prescribed by the Principal/ Management not limited to Academic and Evaluation duties;
- 1.1.8 To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
- 1.1.9 They are required to confirm to & follow the rules & regulations in force and brought in force from time to time;
- 1.1.10 He/she shall not engage/take private tuitions/shall not indulge in teaching in other institutions;
- 1.1.11 He/She shall wear a decent and formal dress;
- 1.1.12 He/she shall complete the evaluation work of Continuous internal evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience to the evaluation process.
- 1.1.13 He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD, and PRINCIPAL (limited to a total of 15 days in a year);
- 1.1.14 Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.
- 1.1.15 He/she directly or indirectly shall not involve in running an institution;

- 1.1.16 He/She shall not directly or indirectly participate in the academic/co-curricular/developmental activities of other institution without management permission;
- 1.1.17 He/She shall not accept the member of GC/other managerial responsibility of other institution without the permission of the management;

### **F.1.2 BEHAVIORAL**

The teaching profession expects high standards of ethical behaviour. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below;

- 1.2.1 The faculty shall not indulge in rude or abusive behaviour, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct;
- 1.2.2 The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents;
- 1.2.3 The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
- 1.2.4 The faculty shall desist from exhibiting non-ethical behavior that jeopardize the moral standards of the Institution;
- 1.2.5 The faculty shall comply with rules, regulations, and policies of Management from time to time;

### **F.1.3 ACADEMIC**

- 1.3.1 To conduct the assigned classes as per schedule;
- 1.3.2 To maintain the record of lesson plans and other relevant documents of the courses handled by them;
- 1.3.3 To implement designated curriculum with the said objectives;
- 1.3.4 To participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions;
- 1.3.5 The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.

### **F.1.4 CLASSROOM MANAGEMENT**

- 1.4.1 To come well prepared for the class and stay focused on the topic/content;
- 1.4.2 Be present in classroom *right* in time [near the classroom five minutes prior to the scheduled commencement];
- 1.4.3 To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance;

- 1.4.4 To commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas;
- 1.4.5 To share knowledge in a manner that encourages effective two-way communication;
- 1.4.6 Be organized and in order to make efficient use of time and move in a planned and systematic direction;
- 1.4.7 To be self-confident and facilitate quality delivery of the subject;
- 1.4.8 Involve visual and activity based learning wherever possible, make power point presentations (PPT) in addition to conventional use of black board depending on the subject & necessity;
- 1.4.9 Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning;
- 1.4.10 To pose questions to the students which inculcate out of box thinking;
- 1.4.11 To summarize the concepts at the end of every class;
  
- 1.4.12 After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it;
- 1.4.13 To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
- 1.4.14 The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;
- 1.4.15 Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal;
- 1.4.16 Shall handle the assigned practical classes and be available in the designated place for the full time;
- 1.4.17 A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;
- 1.4.18 Absence from duty without authorization is not permitted and will be viewed seriously.

#### **F.1.5 STUDENT RELATED**

- 1.5.1 To motivate students to show interest and learn the most;
- 1.5.2 To be available for the students even after class hours to clarify their doubts, if any;
- 1.5.3 To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently
- 1.5.4 To treat students with respect, and teach them to treat others with respect;
- 1.5.5 To motivate and help students to do minor educational projects in related area/topics (suggested by you & chosen by the Student himself/herself), so that their analytical and self-learning skills improve;
- 1.5.6 Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;
- 1.5.7 To handle gently but firmly, any misbehaviour of students and weed out the cause

## **F.1.6 ROLE AS COUNSELLOR/MENTOR**

- 1.6.1 As a proctor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from courses);
- 1.6.2 He/she must meet the assigned students at least once in every fortnight. Shall report to the HOD/Principal about those students who avoid meeting the Mentor;
- 1.6.3 He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;
- 1.6.4 Keep the parents apprised about the academic progress and general behaviour of their wards
- 1.6.5 To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators;
- 1.6.6 To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;
- 1.6.7 The proctor should serve as a friend, philosopher and guide.

## **F.2. RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF STAFF MEMBERS**

“The staff shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non adherence or non- compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employee”.

- 2.1 The staff members must be punctual to duty;
- 2.2 The staff shall stay in the workplace during the working hours of the College;
- 2.3 The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment;
- 2.4 The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so;
- 2.5 The staff shall desist from falsifying/tampering any records or documents;
- 2.6 The staff shall take precautions to protect equipment, materials and facilities;
- 2.7 The staff shall take up other responsibilities prescribed by the Superiors from time to time;
- 2.8 The staff shall wear uniforms provided (if any) while on duty;
- 2.9 The staff shall desist from borrowing/lending money from/to other employees;
- 2.10 The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.;
- 2.11 The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority;
- 2.12 The staff shall not indulge in rude or abusive behaviour, comments against superiors and negative comments about other staff members;
- 2.13 The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct;
- 2.14 The employee shall not smoke, consume alcoholic beverages in the premises. He/She shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect. He shall also not arrive at work with the smell of alcohol on the breath;
- 2.15 The employee shall desist from un-authorized distribution of printed material or sell items on campus;
- 2.16 The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest;
- 2.17 The staff shall desist from participating in professional or personal behaviours that jeopardize the moral standards of the institution;
- 2.18 The staff members are expected to conduct themselves in a professional, cooperative and ethical manner;
- 2.19 The staff shall comply with rules, regulations, and policies of Management from time to time.
- 2.20 He/she directly or indirectly shall not involve in running an institution/ activities of other institution.