

VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)

(Sponsored by Vasavi Academy of Education)

9-5-81, Ibrahimbagh, Hyderabad-500031

Autonomous under UGC and affiliated to Osmania University, Hyderabad

Approved by AICTE, New Delhi

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REVISED

GOOD GOVERNANCE GUIDELINES DOCUMENT

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INTRODUCTION

The guidelines published in this document are for the Governance of Vasavi College of Engineering (Autonomous) sponsored by Vasavi Academy of Education (VAE), Hyderabad, Telangana. The document is a fusion product based on

- a. The University Grants Commission, New Delhi, India guidelines for autonomous colleges.
- b. Bylaws of Vasavi Academy of Education, Hyderabad, Telangana.
- c. TEQIP Good Practice Guide for Governing Bodies, December 2012.
- d. Osmania University rules and regulation for affiliated colleges
- e. Previous documents viz Administrative manual of the college
- f. Existing Best Practices in the institution.

As per the guidelines of TEQIP-II, this **Good Governance Guidelines Document** has been prepared to ensure effective and efficient functioning of Governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilisation of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

- to strengthen the existing good practices
- to implement transparency at all levels of governance and administration
- to follow integrity in appointments at all levels
- to Enhance the Industry-Institute interaction
- to establish fair and transparent processes in internal control
- to follow compliances of rules and regulations
- to establish strong and capable financial processes and procedures regarding procurement, appropriate utilization of funds and audit.
- to involve all the stake holders at various levels as deemed fit with respect to guidelines of statutory bodies.
- to maintain registry of interests of members of governing body
- to achieve optimum utilization of infrastructure, resources for better output
- to establish processes in risk management.
- to meet the requirements of accreditations
- to enhance the quality of teaching-learning process

- to set up centres of excellence in research & development and enhancement of quality of research and consultancy.
- to set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self appraisal of faculty and staff.
- To create bench marking with other institutes of repute.
- To accomplish appraisal of Head of the Institution.
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The document provides the information on organisation of the institute along with its organization structure, functions, and responsibilities of all four statutory bodies namely Board of Governors (BoG), Academic Council, BOS and finance Committee as per UGC guidelines for autonomous colleges. In addition, it also outlines the responsibilities of various functionaries in the academics and administration including non-statutory committees formed for the smooth and effective functioning of the college.

Section. 1: PREAMBLE

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

- a) The regulations stated herein below shall be called as the Vasavi College of Engineering (Autonomous) “**Good Governance Guidelines Document**”.
- b) These regulations shall be in force from the academic year by the date of ratification by Governing Body of the college.
- c) In the event of any doubt requiring clarification about the interpretation of these regulations, the matter shall be referred to the Governing Body and its decision shall be final.
- d) The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations.

1.2 DEFINITIONS

In these governance document, unless there is anything repugnant to the subject or context

- i. “**College**” means “Vasavi College of Engineering (autonomous), Ibrahimbagh, Hyderabad-31”.
- ii. “**Student**” means a candidate who has taken admission into B.E/M.E/M.Tech/MCA programs of this college as per the guidelines stipulated from time to time by the Government of Telangana for admissions into various programs of study and the affiliating university, i.e Osmania University, Hyderabad.
- iii. “**Government**” means the Government of Telangana.
- iv. “**Board of Governors**” mean the members of Governing Body constituted as per the guidelines of UGC.
- v. “**Academic Council**” means the Academic council constituted as per the guidelines of UGC.
- vi. “**Board of Studies**” means Board of Studies constituted in each department as per the guidelines of UGC
- vii. “**Finance Committee**” means the committee constituted as per the guidelines of UGC to look into financial aspects of the institution
- viii. “**Chairman**” means chairman of Board of Governors of Vasavi College of Engineering (Autonomous)
- ix. “**President**” means the President of Vasavi Academy of Education, Hyderabad.
- x. “**Secretary**” means the Secretary of Vasavi Academy of Education, Hyderabad.
- xi. “**Principal**” means the Head of the institution
- xii. “**Controller of examinations**” means the Controller of examinations of the College
- xiii. “**Head of the Department**” means the Head of an Academic Department of

- the College.
- xiv. "**Faculty member**" means the teacher (Assistant/Associate/Professor) working on regular or adhoc appointment in any of the Academic Departments of the College.
 - xv. *Any changes, modifications in this document will be made only by the Board of Governors of the college.*

Section. 2: ABOUT THE INSTITUTION

Established in the year 1981 by Vasavi Academy of Education under the stewardship of Late Sri Pendekanti Venkata Subbaiah, a veteran statesman of independent India and by a few eminent people from different walks of life Vasavi College of Engineering represents a rich tradition of excellence in technology based education in a stimulating environment. From a modest beginning with just three undergraduate programs, viz., B.E. degree programs in Civil, Mechanical and Electronics & Communication Engineering, now it has grown into a mighty centre of learning with excellent and well-developed infrastructural facilities, offering 6 undergraduate programs, viz., B.E. in Civil, Mechanical, Electrical & Electronics, Electronics & Communication Engineering, Computer Science & Engineering, and Information Technology, in addition to a 3-year postgraduate program in Computer Applications (MCA), and 2-Year Postgraduate Programmes in CSE, ECE, EEE and Mechanical Engineering.

The college has been recognised under the sections of 2(f) and 12(B) of the UGC Act. The college is recognised by AICTE and affiliated to Osmania University, Hyderabad. The college was conferred autonomous status by the UGC and also by Osmania University for a period of six years from 2014-15 to 2019-20.

The Center for Counseling and Placement at Vasavi College of Engineering provides personal and career-related support to its students. The educational experience at the college is enlivened and enriched by an array of extra-curricular activities to fulfill the cultural and emotional needs of students.

The all-round development of a student is achieved by exposing him/her to the outside world in a systematic and well planned manner. Just not marks and ranks, but also ethics and morals are incorporated into psyche of a student at the college in a cautious way. This unification of tradition and technology makes the college a place for the ultimate abode of learning.

2.1 VISION, MISSION, QUALITY POLICY AND POLICY STATEMENT

THE VISION

Striving for a symbiosis of technological excellence and human values

THE MISION

To arm the young brains with competitive technology and nurture the holistic development of the individuals for a better tomorrow

QUALITY POLICY

Education without quality is like a flower without fragrance. It is our earnest resolve to strive towards imparting high standards of teaching, training and developing human resources.

POLICY STATEMENT

We are committed to develop and advance college as an institution of higher learning by offering quality education through excellent infrastructure, quality teaching learning process and congenial study ambience. The innate talents of students are nurtured through overall development by providing a number of curricular, co-curricular and extracurricular activities. We are also committed to implement effective and transparent evaluation and assessment system.

A good exposure to the students will be offered through enhanced industry-institution interaction, MOUs, expert lecturers, entrepreneurship, research and consultancy.

The college provides conducive work environment to the faculty and staff by offering best facilities and salaries as per UGC guidelines for knowledge update, qualification improvement, etc.

2.2 GOALS OF THE COLLEGE

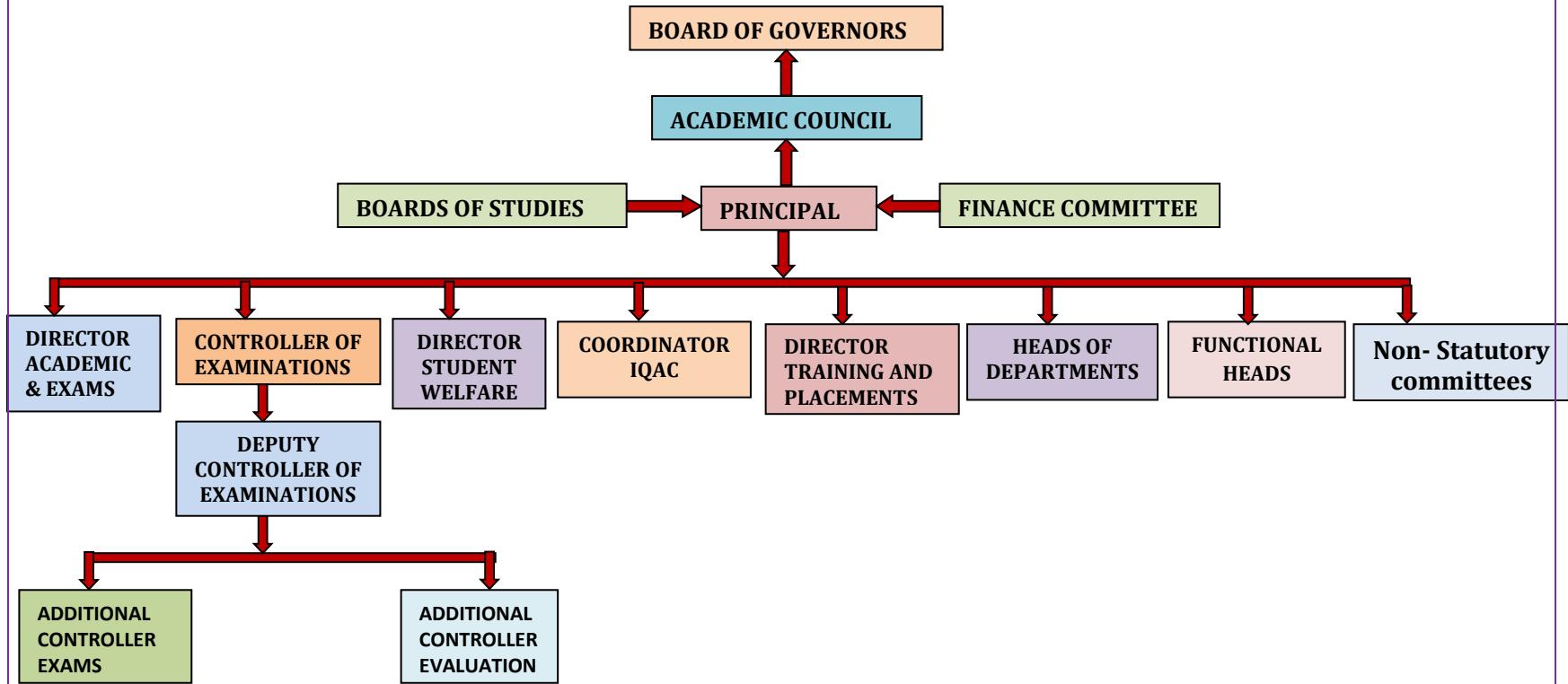
Short Term Goals

- ❖ Constant upgradation of syllabus to bridge the gaps between learning outcomes and employability.
- ❖ Upgrading quality of faculty and staff through extensive training in content, pedagogy, management capacity building and qualification upgradation.
- ❖ Improving interaction with industry and alumni and involving them in a variety of institutional activities and growth.
- ❖ Special support to weak students, focusing on ensuring equity among all categories of students and introducing the concept of Finishing School.
- ❖ Inculcate team spirit and help fellow students through Peer Learning Groups
- ❖ Improving employability of students through strong training and placement services.
- ❖ Encouraging innovation and self-employment through entrepreneurship development and creation of incubation cell.
- ❖ To keep abreast of global academic culture through collaborative activities with institutions and universities.
- ❖ Encourage multidisciplinary/interdisciplinary activities by introducing variety of multidisciplinary electives in the departments.
- ❖ Offer value-added courses beyond the curriculum during off hours for students and local community.
- ❖ Creating future faculty by introducing system of teaching/research assistantships to our PG students and encouraging them to pursue teaching.
- ❖ Implementation of Choice Based Credit system (CBCS) to provide scope for the students to select courses of his choice like open electives.

Long Term Goals

- ❖ Sponsored and collaborative research with industries, tailor-made training for working professionals, testing and calibration services.
- ❖ Involving external experts to offer special courses to the students in the college.
- ❖ Transforming faculty from primarily teaching to research, development and innovation.
- ❖ Inviting industry to start value added programmes in the college.
- ❖ Offering online and offline courses in through video conferencing, electronic library, World Wide Web etc.

Section. 3: ORGANIZATIONAL STRUCTURE



Section. 4: GOVERNANCE OF THE COLLEGE

Statutory bodies

The following statutory bodies ensure the proper governance at various levels including academic, financial and general administrative affairs constituted as per the guidelines of UGC:

- 1. BOARD OF GOVERNORS**
- 2. ACADEMIC COUNCIL**
- 3. BOARD OF STUDIES**
- 4. FINANCE COMMITTEE**

4.1 : BOARD OF GOVERNORS

The Board of Governors is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

The Board of Governors of the college has been constituted as per the University Grants Commission (UGC), New Delhi, India guidelines for autonomous colleges during the eleventh plan period (2007-2012) (as modified up to 8th January, 2013).

The main objective of the Board of Governors is to offer transparent and effective governance in building and growing the institution taking the confidence of stakeholders.

The Vasavi Academy of Education (VAE) the sponsoring academy of the college in one of its executive meeting resolved to have eminent educationist as the chairman to the Board of Governors, even though the UGC empowers the president of the society as the chairman of BOG. The VAE felt that under the stewardship of eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future. As per the UGC guidelines, five members of the management committee of VAE will represent on the Board.

A. THE PRIMARY ACCOUNTABILITIES

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

A1. To approve the mission and strategic vision of the institution

The prime duty of BoG is to develop and implementation of mission, vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and if necessary make changes in the priority as time passes. It should suggest the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders viz students, parents, alumni, employers, local communities, government and others representing public interests.

The BoG should be supported by various other committees in function in the aspects like revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BOG suggestions.

The strategic plan may be reviewed once in five years.

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

The Governing Body shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth function of the institution.

- Submit to the AFRC/State Government the expenditure report for the fixation of the fees and other charges payable by the students who are seeking admission into the college on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

A3. To monitor institutional performance and quality assurance arrangements

The Governing body shall advise the institute from time to time in respect of the following:

- Timely submission of documents for accreditation
- Ensure that the statutory requirements are completely met in respect of accreditation for the purpose of maintaining the quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution
- Carry out gap analysis and identify the areas for improvement.

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

Members of Board Governors shall ensure that

- the Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of decentralisation
- the Head of the institution shall plan the future growth of the institution
- the required documentation is maintained to meet the statutory requirements
- The establish processes to evaluate the performance of Head of institution

B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

In order to maintain high ethical standards transparency and openness are to be ensured in the working of the institution for this purpose the Governing Body will ensure

B1. To promote of transparency and openness at every level

- All the minutes of meeting of various committees should be available for the important stake holders
- Prepare annual reports showing the activities in given academic year and publicise the report in the website.
- Conducting proceedings of governing bodies in as open a manner as much as possible (and permissible by statutes), including the review of the governing body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust and confidence in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are widely publicised both within and outside the institution.

B2. To maintain register of interests

All members of BOG shall give a declaration of interests, if any in the working of the institute. The register of interests should be collected and made available to the stakeholders and keep them updated whenever necessary. The format of register of interests is given in *Annexure-I*

B2.1. Provisions regarding conflicts of interest

In view of the diversity of interests and perspectives of the members it is important that the Institution shall operate in a balanced, ethical, collaborative, transparent, and open manner. The policy shall include guidelines in identifying and addressing potential conflicts of interest. There is a need to define areas of concern, disclosure policies and procedures for managing these conflicts as they arise. The purpose of this policy is to ensure maintenance of a high standard of code of ethical conduct

Definitions

Conflict of interest: Conflicts of interest happen when the private interests of a member interferes with or appears to interfere with their official duties and responsibilities. A conflict of interest may include gaining a personal advantage or minimising personal disadvantage. Therefore, a conflict of interest may allow to avoid a loss or reduce negative impact on personal or private interests.

Covered individual means a member of the Board or any other body of the college and professional employees of the Institution

Associated Individual or Institution means any person, organization or similar institution with whom a Covered Individual is negotiating or has an arrangement concerning prospective employment.

Gift means any favour, discount, hospitality, honorarium, or other item having monetary value. These include services as well as gifts of training, transportation, local travel, lodgings etc.

Conflicts of Interest

- *Board Members using their position on the Board to advocate for or otherwise seek approval of any service contracts in their favour.*
- *Board Members advocating for prospective employment for their own or others*
- *All potential conflicts of interest shall be immediately disclosed in writing to the Institution.*

Audit and Ethics Committee

To address conflict of interests of the members, an Audit and Ethics Committee consisting three representatives of Board of Governors and one internal and one external member is constituted.

B2.2. Provisions for Transparency about any remuneration

The college as per the existing guidelines and amended time to time by Vasavi Academy of Education fix the remuneration/ honorarium to be paid to the members for attending the meetings without prejudices. In addition, charges including TA, DA will also be paid for the members nominated for attending study tours or management capacity enhancement programs etc.

B2.3. Provisions for Guidelines to address complaints

A complaint is an “expression of dissatisfaction on the working of members and other staff members.

The effective complaint redressal system provides key benefits to an organisation such as

- Resolving issues raised by a person who is dissatisfied in the working style or nature of a member
- provides information that may lead to improve the functioning of the institution or for remedy
- Effective handling of complaints may improve the reputation of an organisation and strengthen confidence of stakeholders in an organisation's administrative processes.

Any such complaints received on any of the members will be referred to the Chairman, Board of Governors for appropriate action.

C. KEY ATTRIBUTES OF GOVERNING BODIES

The BoG has been constituted as per the guidelines of the UGC for autonomous colleges. As per the guidelines of UGC, as and when required, independent members may be co-opted into the BOG to carry out primary accountabilities for duration of two years.

The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately responsible for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, which makes clear, and regularly reviews, the authority delegated to him/her having regard also to that conferred directly by the instruments of governance.

C1. Composition of Board of Governors

The Governing Body is constituted as the Guidelines of UGC.

Number	Category	Nature	Period
1 Chairman	Educationist	Chairman	As per the resolutions and byelaws of VAE
5 members	management	Nominated by the Vasavi Academy of Education (VAE)	
2 members	Teachers of the college	Nominated by the Principal based on seniority.	2 years from the date of appointment
1 member	Educationist or industrialist	Nominated by Vasavi Academy of Education (VAE)	2 years from the date of appointment
1 member	UGC nominee	Nominated by the UGC	6 (six) years from the date of nomination by the UGC
1 member	State government nominee	Nominated by the State Government, Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education	As per State Government
1 member	University nominee	Nominated by the university	As per the University
1 member	Principal of college	Ex-officio	

C 1.1 Role and Responsibilities of Chairman of BOG

Some important roles and responsibilities of Chairman of the BOG are listed below for effective and efficient administration to satisfy the needs of the stake holders as well as the future growth of the institution.

- Provide inspiring leadership for transparent and effective administration
- Ensure effective, efficient and optimal use of resources towards the growth and development of institution.
- Develop processes and controls for financial resources with the help of finance committee.
- Motivate the members and other committees to function in unison to implement strategic plan of the institution.
- Help to create appropriate risk management systems
- Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- Suggest to implement best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.
- Allow the head of institution to work independently and effectively.
- Prepare appropriate appraisal systems including Head of the institution.

D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES

- ensure that the members are properly inducted and receive opportunities for further development as deemed necessary.
- Regular review process to be conducted and revise the regulations as deemed necessary for the growth of the institution
- Item wise bench marking may be adopted for review process.

D.1 Mechanism and timetable for reviewing the Governance Guidelines

The Good Governance Guidelines will be reviewed once in a year. The functioning of various committees constituted under Autonomy will be reviewed and action plan will be developed for further strengthening and effective implementation of Good Governance guidelines.

After initial debate and discussion on the Governance Guidelines at college level by including Heads of the departments, functional heads, Directors and senior faculty members, the draft will be placed before the Academic Council. The suggestions, recommendations and view comments of the members of Academic council will be incorporated into the draft document. An action plan will be developed to achieve various targets mentioned in the Good Governance document. Timelines are drawn for expected delivery and completion of the plan. The Governance Guidelines finally will be placed before the BOG for its comments, review and approval.

E. REGULATORY COMPLIANCE

Governing body shall ensure compliance with the statutes, ordinances and provisions regulating the institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid out by the State government and affiliating university (if any).

- *take all final decisions on matters of fundamental concern to the institution.*
- *The regulatory compliance includes demonstrating compliance with the 'not-for-profit' purpose of education institutions.*

Section 5: ACADEMIC COUNCIL

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. Academic Council shall propose ways and means to maintain quality norms. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The decisions of the Academic council are to be placed before the Board of Governors for final approval and changes, if any by its member secretary.

Section 5.1: Functions of Academic Council

Without prejudice to the functions mentioned, the Academic Council will have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto

etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- (b) Make regulations regarding the admission of students to different programmes of study in the college.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Frame regulations consistent with University norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and advisory system in the College.
- (e) Approve the list of successful candidates for the award of degree, diploma / certificate.
- (f) Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- (g) Recommend to the Board of Governors proposals for institution of new programmes of study.
- (h) Recommend to the Board of Governors the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (i) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (j) Perform such other functions as may be assigned by the Governing Body.

Section 5.2: Term of Academic Council

The term of the nominated members shall be two years.

Section 5.3: Meetings of Academic Council

The principal shall convene a meeting of the Academic Council at least twice a year. Academic Council meeting should be held twice. Once discuss proposals for the next academic session and again to monitor status of newly introduced courses.

Section 5.4: Composition of Academic Council

The composition of the Academic council shall be as per the guidelines given by the UGC for Autonomous colleges.

S.No	Category
1.	The principal (Chairman).
2.	All the heads of Academic department in the college.
3.	Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4.	Not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
5.	Three nominees of the university
6.	A faculty member nominated by the principal as member secretary.

Section 6: BOARD OF STUDIES

The Board of Studies is the basic constituent of the academic system of the college. Its functions will include framing the syllabi for various programs, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system etc.

Section 6.1: Functions of BOS

The Board of Studies of a department in the college shall:

- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement, for consideration and approval of the Academic Council
- (b) Suggest methodologies for innovative teaching and evaluation techniques
- (c) Suggest panel of names to the Academic Council for appointment of paper setters, evaluators, examiners etc.
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.
- (e) Elaborate discussions Starting of new courses, programmes etc

Section 6.2: Term of BOS

The term of the nominated members shall be two years

Section 6.3: Meetings of BOS

The principal of the college shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year to finalise the syllabi of various programs and courses offered by the institution. .

Section 6.4: Composition of BOS

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

S. No.	Category	Status
1	Head of the department concerned	Chairman
2	The entire faculty of each specialisation	Member
3	Two experts in the subject from outside the college to be nominated by the Academic Council.	Member
4	One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal.	Member
5	One representative from industry/corporate sector/allied area relating to placement	Member
6	One postgraduate meritorious alumnus to be nominated by the principal.	Member
7	The chairman, Board of Studies, may with the approval of the principal of the college, co-opt <ul style="list-style-type: none">(a) Experts from outside the college whenever special courses of studies are to be formulated(b) Other members of staff of the same faculty	Member

Section 7: FINANCE COMMITTEE

The Finance Committee will advise the Board of Governors on financial matters. It shall prepare income and expenditure statements of the college in the prescribed format to submit to TAFRC for fixation of tuition and others fees of the college. The Finance Committee will be an advisory body to the Board of Governors.

Section 7.1: Functions of Finance Committee

Finance committee shall meet and appraise the BOG on the finance related matters and have following functions

- (a) Budget estimates relating to income from fees and other sources.
- (b) Budget estimates relating to the grant received/receivable from UGC, if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- (c) To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.
- (d) To plan proper utilization of resources and do careful funds management
- (e) To prepare detailed plan of expenditure for day-to-day running of the Institution
- (f) Preparation of audited account reports for the above
- (g) To mobilize resources through donations from society, through funding agencies under various schemes, etc.
- (h) To sanction all the expenditure to procure major equipment as advised by Governing Body
- (i) To sanction expenditures for constructing new buildings after getting approved from Governing Body
- (j) To update the budgetary provisions by working out the budgetary implications of various plans of Planning & Institutional Development Committee.
- (k) Propose honorarium to the examination cell staff and shall get approved by the Governing Body.
- (l) Recommendation of appointment and salary of full time office staff in the examination cell on contractual.

Section 7.2: Term of Finance Committee

The term of the nominated members shall be two years.

Section 7.3: Meetings of Finance Committee

Finance committee should meet at least twice in a financial year. The meetings can be organized in the month of April and September of every year. The meeting in the month of April shall be the budget meeting and in September will be another budget meeting for review.

Section 7.4: Composition of Finance Committee

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

S. No.	Category	Status
1	The principal	Chairman
2	Chief Finance Officer of the college	Member
3	One person to be nominated by the Governing Body of the college for a period of two years	Member
4	One senior-most teacher of the college to be nominated in rotation by the principal for two years	Member
5	To be nominated, if required	Member
6	To be nominated, if required	Member

Section 8: HEAD OF THE INSTITUTION: PRINCIPAL/ DIRECTOR

The principal/Director is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He tries to achieve coordination among the various statutory committees and non-statutory bodies including Academic Council.

He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, if required, with the approval of Academic Council.

Section 8.1: Functions of Principal/ Director

- To conduct Board of Governors meetings as per the stipulated guidelines
- To hold Academic Council meetings as per the norms.
- To coordinate, motivate and inspire the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in cause of development of technical education in particular.
- He, along with all the staff working under him is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

a) Academic Administration:

- (i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Osmania University, AICTE, UGC, State Government and the Governing Body of the college.
- (ii) will be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- (iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.
- (iv) In matter of admissions, Coordinator, admissions will assist the principal
- (v) In matters related to academic work, he will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.
- (vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, over coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- (vii) Shall closely monitors the class works as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.
- (viii) Shall closely observes various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- (ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- (x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial class to support the academically slow learners.
- (xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
- (xii) In matters related to student attendance, drop outs, medical condonation, principal gets assistance from Director Academic.
- (xiii) The principal should plan for training need analysis of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- (xiv) Principal shall also work of quality assurance and he should be assisted by Director, IQAC.
- (xv) shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
- (xvi) The principal should promote industry-institute interaction for better employability of the students.

- (xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.
- (xviii) Arrange finishing School for the students with the active association of Director, Training and Placement
- (xix) Shall put since efforts to look after overall welfare of staff and students.
- (xx) For effective functioning of the college he shall build close rapport between the staff, students and management.
- (xxi) Shall ensure perfect order and discipline among all the concerned and ensure serene academic environment in the campus.
- (xxii) Shall maintain regular, right and appropriate contacts and interactions with various government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.
- (xxiii) Shall involve faculty members at different levels for various institutional activities.

b) General Administration

On general administrative efforts Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

- (i) Shall make proposal for appointment of all posts of cadres including contract, part-time, adhoc, and daily wage employees
- (ii) Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff.
- (iii) Arrange performance appraisal for faculty and supporting staff.
- (iv) Shall have power to sanction EL, HPL, ML, EOL upto the level of Heads of departments, except himself.
- (v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as Warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- (vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- (vii) Campus maintenance cell shall work under the instructions of Principal

c) Financial Administration

- (i) Principal is assisted by Finance committee in finance administration.
- (ii) Subjected to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

- (iii) *Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body*
- (iv) *All contracts for and on behalf of the college (except himself and the college) when authorised by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.*
- (v) *Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.*
- (vi) *The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.*
- (vii) *Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subjected to the limit of powers delegated in respective areas and subjected to the prescribed procedures, budget provisions under the respective heads of budget.*
- (viii) *Shall countersign T.A bills*
- (ix) *Shall have power to sanction advances and final withdrawal of EPT of the staff*

Section 8.2: Review of Performance of Head of the Institution

The performance of the head of institution i.e Principal/Director will be reviewed once in a year based on various parameters. A template has been developed to assess the performance of the head of the institution and is given in **Annexure-II**

Section 9: FINANCE OFFICER

The chief finance officer of the college shall play a key role in preparing the budget of the college. Entire staff of the accounts section works under his control. His duties will be clearly mentioned in the administrative manual of the college. His functions also include:

- (a) Budget estimates relating to income from fees and other sources. Annual estimation of both recurring and non-recurring expenditure such as salary of teaching, non-teaching, supporting and other staff, purchase of equipment, general maintenance etc and obtaining approval from the Governing Body.
- (b) Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the college.
- (c) All the staff employed in the accounts section works under CFO. CFO shall monitor and supervises the activities of the staff under his/her control.
- (d) Preparation of pay roll.
- (e) Verification of records, receipts and payments, income and expenditure, quarterly budget control statements, statements related to cash and funds flow, and preparation of balance sheet.
- (f) Budget estimates relating to the grant received/receivable from UGC, if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- (g) Maintenance of accounts pertaining to sponsored research projects

- (h) Maintenance of accounts of consultancy funds received through consultancy services offered by the staff/college.
- (i) Smooth and effective conduct of annual audit by internal auditors as well as statutory auditors and necessary follow-up action
- (j) Any other work related to the accounts assigned by the Board of Governors, Academic Council and the Principal.

Section 10: RESPONSIBILITIES OF PROFESSORS, ASSOCIATE AND ASSISTANT PROFESSORS

Professor

- a) Teaching
- b) Development of the Curriculum. Developing Learning Resource Material & Laboratory Development.
- c) Students Assessment & Evaluation including examination work of University.
- d) Participation in the Co-curricular & Extra-curricular Activities.
- e) Students, Guidance & Counselling.
- f) Helping the student in personal, ethical, moral and overall character development.
- g) Continuing Education Activities.
- h) Keeping abreast of new knowledge and skills and help dissemination of such knowledge through books publications seminars etc.
- i) Self-development through upgrading qualification, experience & Professional activities.
- j) Providing Industry sponsored projects, consultancy testing services and Industry – Intuition Interaction.
- k) Involving in the Academic and Administrative Management of the institution.
- l) Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- m) Promotional activities both at Departmental and institutional level.
- n) Involving and Assisting the HOD in the Design and development of new programmes.
- o) Preparing project proposals for funding in areas of R & D Work.
- p) Laboratory Development, Modernisation, Expansion, etc.
- q) Monitoring and Evaluation of academic and research activities.
- r) Participation in policy planning at the Regional/National level for development of technical education.
- s) Develop, update and maintain MIS.
- t) Assisting the HOD in Planning and implementing Staff Development activities.
- u) Maintain accountability Conduct performance appraisal.
- v) Guiding Research
- w) Any other work assigned by the Principal/Management from time to time.

Associate Professor

- a) Teaching including laboratory work.
- b) Evaluation including administering tests, invigilation during conduct of tests
- c) Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- d) Leading consultancy projects and extension services. Curriculum development and developing resource materials.

- e) Research activities and research guidance.
- f) Assisting in conduct of and organising seminars/workshops/guest lecturers etc.
- g) Development of the Curriculum and Learning Resource materials.
- h) Guiding research
- i) Any other work allotted by HOD/Principal /Management from time to time.

Assistant Professor

- a) Teaching including laboratory instruction and academic related activities such as acting as Class Review Committee, invigilator, Lab In charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
- b) Students assessment and evaluation, while acting as paper setter, examiner
- c) Assisting in consultancy and R & D Activities.
- d) Developing resource material and laboratory development.
- e) Co-curricular and extracurricular activities / student welfare activities.
- f) Assisting in departmental administration.
- g) Involvement in departmental / institutional developmental activities.
- h) Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- i) The Lecturers shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of corporate life of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc are clearly spelt out in the administrative manual of the college. The functions of various non-statutory committees are given separately along with their composition.

ANNEXURE-I
FORMAT OF REGISTER OF INTERESTS
BOARD OF GOVERNORS MEMBERS – REGISTER OF INTERESTS

ORGANISATION'S NAME: **Vasavi College of Engineering (Autonomous), Ibrahimbagh,
Hyderabad-31, Telangana**

All members of BOARD OF GOVERNORS and Senior Officers are asked to complete this declaration in accordance with procedures adopted by the BOARD OF GOVERNORS in 2014. If, after reading the Guidance notes, you feel any or the entire category of interests do not apply to you please enter a nil return in the appropriate place.

Please complete and return to:

Principal

Vasavi College of Engineering
Ibrahimbagh, Hyderabad, 500031

Name	:	
Residence Address	:	
Work Place Address	:	
Tel Number Residence (Land line)	:	
Office Tel Number (Land line)	:	
Mobile Number	:	
Email	:	

By signing this letter, I confirm that the content of this form is correct and I acknowledge that the Register of Interests for members of the BOARD OF GOVERNORS will be made available publicly via the **Vasavi College of Engineering**'s website.

S. No	Description		Response
1	Sources of paid employment	:	
	Name of employer	:	
	Post held/ self-employment/ Nature of business.		
2	Directorships and their equivalent	:	
3	Significant shareholdings	:	
4	Other pecuniary interests	:	
5	Significant involvement with other organisations with which The [organisation's name] might do business		
6	Position(s) of authority in organisations whose Policies/decisions might impact upon the [organisation's name]	:	
7	Trusteeships of charities	:	
8	Other perceived interests		

Date.....

Signature

ANNEXURE-II
FORMAT FOR ASSESSMENT OF PERFORMANCE OF HEAD OF THE INSTITUTION

A) ACADEMIC ADMINISTRATION:

S.No.	Duties and Responsibilities	1	2	3	4	5
Rating Scale: 1- Not at all responsible; 2- Somewhat responsible; 3 - Responsible; 4 - Mostly responsible; 5 - Completely responsible						
1	Compliance with rules, regulations and norms laid down by AICTE, OU, NBA, BOG & Academic Council.					
2	Review of committee reports and appropriate actions taken.					
3	Involvement of Directors, Coordinators, HODs, etc., to conduct work according to the established practices.					
4	Appointment of Coordinators, CRCs, class-wise, department wise to ensure the completion of academic tasks.					
5	Approval and effective monitoring of integrated and class-wise timetables.					

Rating Scale: 1- Never; 2- Rarely ; 3- Sometimes ; 4- Often ; 5 -Always

6	Supervision of academic activities as per time table and almanac.					
7	Provides timely feedback and guidance on performance of faculty members.					
8	Regular in conducting and attending appropriate meetings to review the tasks.					
9	Attentive to possible misconduct or issues and taking prompt actions to resolve issues effectively and efficiently.					

S.No.	Duties and Responsibilities	1	2	3	4	5
Rating Scale: 1- Not at all satisfied; 2 – Slightly satisfied; 3- Moderately satisfied; 4- Very satisfied; 5- Extremely satisfied						
10	Arrangement of remedial class for academically weak students (Slow learners).					
11	Provides necessary information, support and measures to achieve desired academic standards.					
12	Involvement in training and placement activities with the assistance of Director-HR and staff of placement cell.					
13	Probes all relevant sources to better understand, problem, issues or opportunities to promote welfare of staff and students.					
14	Coordination with staff to ensure amicable environment in the campus among staff and students.					

Rating Scale: 1- Poor; 2 - Fair ; 3 - Good ; 4 -Very good ; 5 - Excellent						
15	Monitoring the student related activities like, admissions, detained students, dropouts, attendance, grievances, etc.,					
16	Planning, scheduling and organizing training programmes, refresher courses, workshops, conferences and other faculty development programmes.					
17	Development of initiatives to promote activities like industry-institute interaction, R&D, Consultancy service, etc., for institutional effectiveness.					
18	Maintenance of effective interaction and liaison with government and university authorities to ensure the compliance of standards.					
19	Liaison with Industries, organizations and sister institutions for the development of Institution.					

B) GENERAL ADMINISTRATION:

S.No.	Duties and Responsibilities	1	2	3	4	5
Rating Scale: 1 - Poor; 2 - Fair; 3 - Good; 4 - Very good; 5 - Excellent						
1.	Manpower Planning, making proposals and scheduling for appointment of all posts (including contract, part time, adhoc and daily wage employees)					
2.	Action plan for regularization of services, declaration of probation, increments and career advancement schemes of the supporting and teaching staff					
3.	Implementation of Performance Appraisal system for supporting and teaching staff.					
4.	Delegation of powers to HODs, other Director to sanction EL, HPL, ML, EOL etc.,					
5.	Initiating disciplinary proceedings and impose punishment such as withholding of increments, promotion, effect recovery from the pay, etc., of the whole or part of the pecuniary loss to the college. And seeking the approval of BOG/ Management Committee for further actions such as suspension, removal, dismissal from service if the situation demands.					
6.	Supervision of Maintenance Cell.					