

# Governance Guidelines Document



## JNTU COLLEGE OF ENGINEERING HYDERABAD

*(Autonomous)*

Kukatpally, Hyderabad-500085, TELANGANA, India

Phone No.: 91-40-23057787, 23155814, Fax No: 91-40-23057787

E-mail: [principal.ceh@jntuh.ac.in](mailto:principal.ceh@jntuh.ac.in), web: [www.jntuhceh.ac.in](http://www.jntuhceh.ac.in)

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# Governance Guidelines Document

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## INTRODUCTION

This document is for the Governance of JNTUH College of Engineering Hyderabad, Telangana. The main goal of bringing out this document on Governance is to put on record the structure and practices for Governance that have resulted in efficient functioning in providing benefits and satisfaction to all stake holders and thus leading to overall quality enhancement. The institution governance is to strengthen its facilities to improve learning outcomes, employability of graduates and to uplift the standard of UG and PG education by way of infrastructural development, faculty and staff development, R & D activities and industry-institute interaction. Some indicative benefits are presented below.

- ▶ *Process documentation helps us to understand the issues related to Governance for effective implementation of academic procedures and administrative policies.*
- ▶ *Involvement of Governing Body and College Academic Committee in developing the document builds transparency, approval, and ownership.*
- ▶ *Good Governance practices provide streamlined paths and give suitable inputs for successful functioning of the organization.*
- ▶ *Provides the sharing of Governance information and knowledge of good practices.*
- ▶ *Augments scope for collaborative works with Industries, Organizations, State and National Governments for quality improvement and performance enhancement of the College.*
- ▶ *Ensures time bound procedures and modular formats for successfully meeting the agreed deadlines maintaining the academic standards and professional qualities*
- ▶ *Provides guidelines for existing College Committees and departments for successful implementation of good governance practices.*

### 1. INSTITUTION

The JNTUHCEH with a history of over 50 years in technical education offering B.Tech, M.Tech. and Ph. D. Programs in Seven disciplines of Engineering has achieved a top-tier status among Engineering Colleges in the Country. Recent Survey of Best Engineering Colleges in India by

outlook Magazine has placed the college in the list of top 40 colleges in India. While rankings fluctuate, the college is widely perceived as a leading institute for the Undergraduate programs offered by it with the top 2000 rank holders of over 1.5 lakh students appearing for the state wide entrance Examination EAMCET making it to the admission into the various B.Tech. Programs offered by the college. The primary goal of the College over the next four years is to build upon the achievements to date and secure a position in the top ten Engineering Colleges in the country. The College has been sustaining and improving the quality of its UG programs. It now proposes to expand the scope, quality and multidisciplinary character of its PG and Ph. D programs while ensuring equity.

The College was established as Nagarjuna Sagar Engineering College in 1965. It was under the administrative control of the Department of Technical Education and was affiliated to Osmania University, Hyderabad. With the formation of Jawaharlal Nehru Technological University on 2nd October 1972, it became a constituent college of the University and was later renamed as JNTU College of Engineering, Hyderabad. From its inception in 1965 to 1984, the College was located at Masab Tank Campus. In 1984, the College was shifted to its permanent location at Kukatpally, Hyderabad. The college celebrated its Silver Jubilee in 1990. After the JNTU dividing into four Universities in 2008, it became constitute college to Jawaharlal Nehru Technological University Hyderabad. The College was conferred autonomous status by UGC, New Delhi in 2010-11 for a period of six years. All the UG Programmes and 10 PG programmes are accredited by NBA, New Delhi.

The activities of the college are basically supported by the budgetary allocation from the University funds. Specific grants from different funding agencies like UGC, MHRD, AICTE, DST are also sought from time to time for the development of the college. The College has purchased modern and sophisticated equipment from the research and development grants received from MHRD, AICTE, DST and TEQIP (A World Bank-aided Project).. The College has been sanctioned the First phase of TEQIP Project with a funding of Rs. 14.00 Crores and has been successfully completed in the year 2009. The College was selected as Lead Institute in TEQIP Phase-I. The second phase of the TEQIP Project for the duration of 2011-2016 has been sanctioned to the

college with a funding of Rs. 12.50 Crores. This project is focusing towards the procurement of Laboratory Equipment, R&D activities, Industry Institute Interaction and Teachers Training. The funds received in the first phase were utilized effectively and received lot of appreciation from state and central agencies. The College has been sanctioned a Centre of Excellence in Disaster Management under TEQIP-II with funding of Rs. 5.00 Crores which is one out of 30 CoEs sanctioned by MHRD across India.

The infrastructure development in the past two decades in the college has been substantial. All the departments are having its independent buildings with full fledged infrastructure facilities and well equipped Laboratories. College library has a large collection of Text Books and Reference Books, Scientific and Technical Publications, photo copying, e-mail and faxing facilities as well as a Work Processing Centre. The college library consists of nearly 61,000 books, and about 126 Journals and 4000 on-line journals. It also subscribes to 50 Journals every year.

The Industrial Consultancy Services Unit of the college is very active in offering the expertise of the staff in various fields like Structural Engineering, Geotechnical Engineering, Surveying, Electrical Engineering and Mechanical Engineering. Almost all departments have Computers to carry out Computer Laboratories, Projects, Research and Development work. A 24x7 Centralized Computer Centre, having biometric entry, has been established which is open to students and staff rounds the clock on all days including holidays. Important software's of all the departments are housed in it and can be accessed by the students and staff. The college is having 100 Mbps broadband internet connectivity (both wired and wireless (Wi-Fi)) for entire campus.

The college presently has 5 hostel blocks. Two hostels are allocated for boys and three are allocated for girls. The college provides hostel facilities for about 820 boys and 725 girls. Other facilities in the campus include a bank, Post office; Hospital, Canteen, play fields along with a pavilion etc. are available. The college has NCC (National Cadet Corps) and NSS (National Service Scheme) units.

100% of our college students are getting employment through campus placements. In the Academic Year 2013-14, more than 60 companies have visited the campus for the placements.

The student branch of IEEE (Institute of Electrical and Electronics Engineers) is very active. The college also has ISTE (Indian Society for Technical Education) chapter. The Faculty Members of the College also guide Research Programmes, leading to M.S / M.Phil / Ph.D Degree offered by the University. Besides academic activities, the College is conducting extensive research activities and offering industrial consultancy services to various Government and Private organizations.

## **1.1 Vision and Mission of the Institute**

### **VISION**

*To be recognized as one of the top 10 institutes in the country offering Quality technical education, sustaining and improving its repute of Quality UG programmes, expanding and enhancing need based and quality PG and research programmes with global outlook, synergizing teaching and research for societal relevance.*

### **MISSION**

To identify technological advancements and build the right level of skills at the right time contributing to the industrial and national growth

To identify and keep abreast with the state of the art technology maintaining its legacy of striving for excellence in higher education

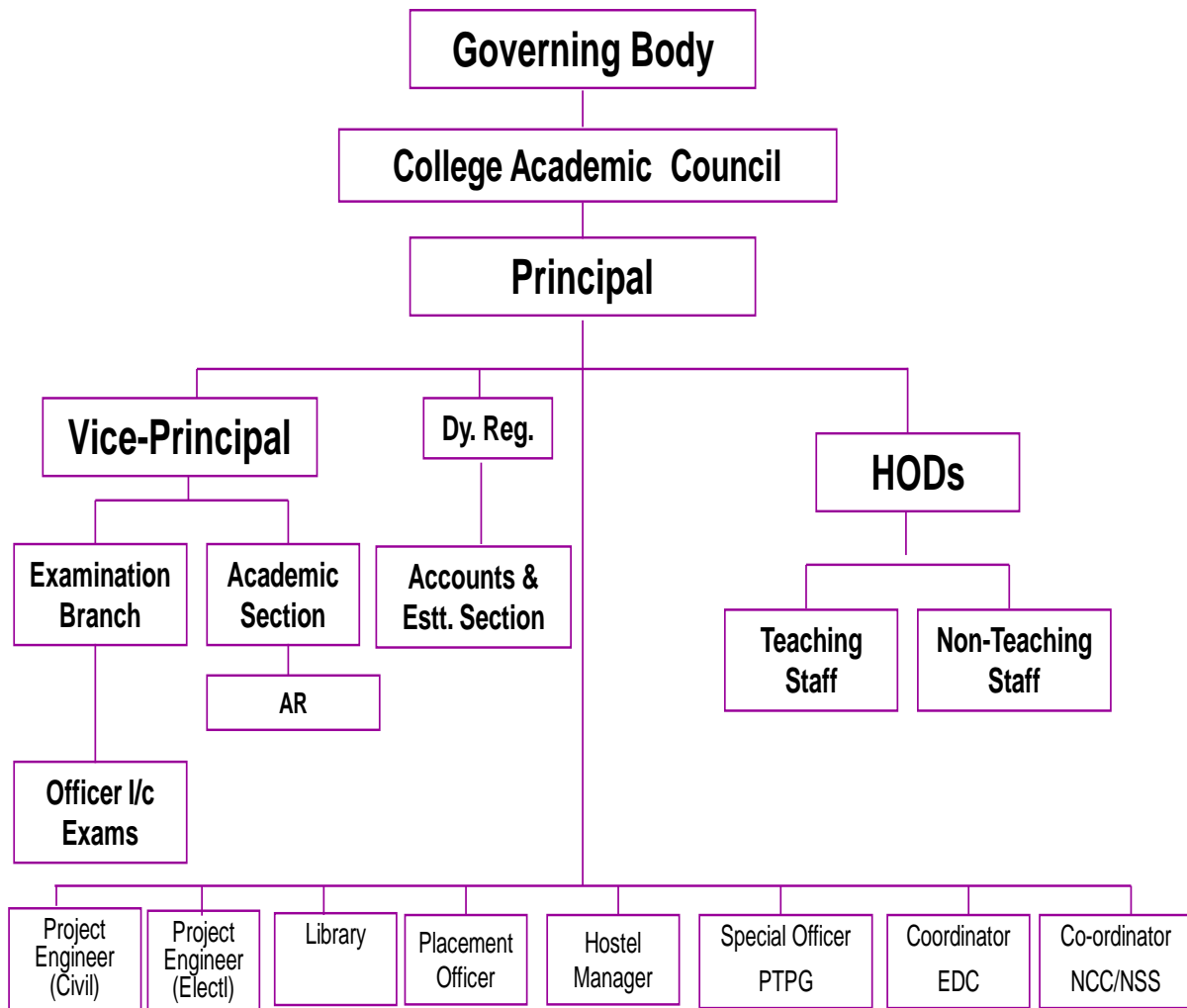
To promote world class research of local relevance to society

With a research community of professors, research fellows and research centers, expand the scale, quality and multidisciplinary character of its research activities.

With a global outlook strive for collaborations to network with International Universities and National Institutes of Research and Higher Learning.

## 1.2 Organizational Structure of the College

### Organizational Structure of the College





## **Governance Structure**

### **Executive Bodies**

- ✓ Principal
- ✓ Vice-Principal
- ✓ Head of the Departments
- ✓ Hostel Manager
- ✓ Office In-charge of Examinations
- ✓ EDC Coordinator
- ✓ Professor In-charge Library
- ✓ Administrative Officer
- ✓ Deputy Registrar
- ✓ TEQIP Coordinator
- ✓ NCC/NSS Officer
- ✓ Placement Coordinator
- ✓ Special officer PTPG
- ✓ Project Engineer (Elect./Civil)

### **Policy Suggestive Bodies**

- ✓ Governing body
- ✓ College Academic Council
- ✓ College advisory committee
- ✓ Board of Studies
- ✓ General Body of all Teachers
- ✓ Teaching & Non-teaching Associations
- ✓ Student Bodies
- ✓ Library Committee
- ✓ Finance Committee
- ✓ Department Student Associations

## **Board of Governing Body**

Board of Governing body of the institute has been constituted as per the norms of University Grant Commission, which is the regulatory body for approving autonomous colleges in India

## **Roles of Governing Body**

- ✓ The BoG is the custodian of the Institution, Chairman/Member can guide/support directly or indirectly in the areas of expertise or position
- ✓ Approval of Mission, Vision and Goals.
- ✓ Set short term and Long Term Goals
- ✓ Developing the Strategic plan – for 5 or 10 Years
- ✓ Creating Research Environment
- ✓ Adapting Good Governance Practices
- ✓ Mentoring
- ✓ Academic partnerships
- ✓ Entrepreneurship
- ✓ Industry Interface
- ✓ Networking
- ✓ Budget Approval

## **College Academic Council**

College Academic Council reviews and approves the proposals related to academic activities, Academic Plan and Implementation of Institutional reforms. Principal is the Chairman of College Academic Committee and all the professors of the institution are the members of CAC.

## **Composition of the Academic Council**

- ✓ Principal, Chair Person
- ✓ Vice-Principal
- ✓ All the Heads of Departments
- ✓ All Professors

- ✓ Not less than three experts from outside the Colleges from Industry etc. to be nominated by the Chairman.
- ✓ Director, Academic Planning and Director of Evaluation.
- ✓ One student of Final Year Class on Merit basis from each branch (Merit up to 3<sup>rd</sup> year 1<sup>st</sup> semester)
- ✓ Special Officer (FDH/PTPG)
- ✓ Officer in-charge of Examinations.

### **Functions of the Academic Council**

- ✓ Sanctions and approvals of the proposals with or without modifications of the Boards of Studies with regard to Course of Study, Academic Regulations, Curriculum, Syllabi and Evaluation arrangements.
- ✓ Frame regulations for Conduct of Exams, for upgrading quality of teaching and evaluation.
- ✓ Make regulations for Sports and Extra-curricular activities.
- ✓ Approve candidates for conferment of Degrees / Diplomas by the University.
- ✓ Recommend to the University for Institution of Scholarships / Gold Medals and to frame regulations for the award of the same.

### **College Advisory Committee**

- ✓ It shall act as an Advisory body in day-to-day matters of the Institute
- ✓ Composition of the Committee:
  - ✓ Principal
  - ✓ Vice-Principal
  - ✓ All Heads
  - ✓ Special Officer (FDH/PTPG)

### **Board of Studies**

The BoS consists from various prestigious organizations like IITs, NITs, IIITs, JNTUH, Industry / R&D, Alumni, Other Universities and Senior Faculty members of the Respective departments

## **Board of Studies Composition (for each Faculty)**

**Chairman:** Head of the Department

### **Members**

- ✓ Two or Three teachers nominated by the University.
- ✓ Two or Three teachers of the dept. nominated by the Academic Council.
- ✓ Two experts in each subject from outside the college/industry to be nominated by the Academic council.

## **Functions of Board of Studies**

- ✓ Prescribing regulations and syllabus for various courses.
- ✓ Revising and updating the syllabus from time to time.
- ✓ Introducing new courses.
- ✓ Determining the system of continuous assessment.
- ✓ Recommending panel of examiners.

The College is revising the syllabi for the UG programmes for every 4 years and for PG programmes for every two years to meet the industry requirements and also including the day to day technology developments. The significance of recent BoS meeting is that, 5 Theory + 3 Laboratories structure has been implemented instead of 6 Theory + 2 Laboratories in each semester to improve the hands on practical knowledge. Choice based credit system has been implemented for both UG & PG programs of the institute from the academic year 2015-16

## **Principal**

Principal is the head of the institution responsible for the academic and administrative activities.

- ✓ Encourage the faculty to share responsibility both for making decisions and for implementing the results of those decisions.
- ✓ Providing appropriate opportunities for faculty to participate in Institutional affairs.
- ✓ Initiating operational policies within the college for discussion, approval, and implementation.

- ✓ Make effective use of all staffing resources and seek opportunities for collaboration and joint working with others beyond the Institute.
- ✓ Ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements
- ✓ Ensure all activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement
- ✓ Submits a budget based upon the plans of the Institute with justifications for the expenditures. Once the budget is approved, principal allocates the resources for all the departments.
- ✓ To establish links with external agencies, such as alumni, professional bodies, research councils and other funding agencies, for the benefit of the Institute's teaching and research.

### **Vice-Principal**

All the academic activities are carried out under the control of the Vice-principal.

- ✓ Responsible for conduct of Examinations.
- ✓ Evaluation and declaring Examination results.
- ✓ Responsible for conducting BoS meetings.
- ✓ Responsible for implementation of academic regulations.

### **Head of the Department**

The Department Head is responsible for monitoring all operations and activities within the department.

- ✓ Administers the day to day operations of the department, organizes and conducts department meetings, appoints department committees, prepares reports.
- ✓ Responsible for enhancing communications within the department and other departments.
- ✓ Guides faculty to fulfil the expectations of the College.
- ✓ Conducts the various review processes within the department by writing necessary reports, helping candidates compile self-evaluation, overseeing the peer observation process, and conducting departmental meetings.

- ✓ Supervises departmental faculty and clerical and technical staff.
- ✓ The Department Head encourages innovative teaching and curricular development to achieve college vision and mission.
- ✓ Submits a budget based upon the plans of the department, with justifications for the expenditures. Once the budget is approved, the department Head allocates the resources within the department in as equitable a manner as possible.
- ✓ In conjunction with the appropriate faculty and staff, the Department Head ascertains the physical needs of the department and submits requests for special funding when appropriate.

| <b>Executive/Policy suggestive bodies</b> | <b>Role of Executive/policy suggestive bodies</b>  |
|---|--|
| Office In-charge of Examinations          | Responsible for conducting of examinations and Evaluation.   |
| Project Engineer (Elect./Civil)           | To look after the maintenance of civil /electrical related works of the institution.   |
| TEQIP Coordinator                         | To coordinate all the TEQIP related activities of the institute  |
| Placement Coordinator                     | Responsible for conducting campus placements by interacting with industry personals  |
| Academic Coordinator                      | To look after the academic activities like NBA accreditation NAAC, AICTE related works, preparation of UG/PG course structure and regulations.   |
| Purchase/Procurement committee            | To make purchase of goods, works and services as per Procurement guidelines  |
| Industry institute advisory committee     | Arranging Lectures by industrial experts, Collaborative projects, Tutoring by Industry experts. Faculty visits to industry. Memoranda of Understanding with industries. Initiating the process for providing Internships/Scholarships / fellowships and Awards to students and faculty |
| Student Bodies                            | To organize student activities like technical fests and conferences etc.,  |

|                                      |   |
|--------------------------------------|---|
| Library Committee                    | Plan for digital library, books & LR's, Journals, software needed etc.,               |
| Hostel Manager                       | Takes care of smooth functioning of the hostels with the support of Deputy wardens    |
| Finance Committee                    | Financial Plan, Fund allocation, Audit etc.   |
| Anti-sexual harassment committee     | To sort out the issues related to sexual harassment                                   |
| Grievances cell                      | To sort out the grievances of students, teaching and non-teaching staff               |
| Monitory and evaluation committee    | Monitoring of Targets for deliverables  |
| Department Student Associations      | To organize student activities like technical fests and conferences in the department |
| Teaching & Non-teaching Associations | To look after the all welfare measures of the teaching and non teaching staff.        |

### 1.3 Principles of Governance & Management

**Governance** concerns the structures, functions, processes, and organizational traditions that have been put in place within the context of a program's authorizing environment "to ensure that the [program] is run in such a way that it achieves its objectives in an effective and transparent manner. It is the "framework of accountability to users, stakeholders and the wider community, within which organizations take decisions, and lead and control their functions, to achieve their objectives. Good governance adds value by improving the performance of the program through more efficient management, more strategic and equitable resource allocation and service provision, and other such efficiency improvements that lend themselves to improved development outcomes and impacts. It also ensures the ethical and effective implementation of its core functions.

**Management** concerns the day-to-day operation of the program within the context of the strategies, policies, processes, and procedures that have been established by the governing body. Whereas governance is concerned with “doing the right thing,” management is concerned with “doing things right.

The boundary between governance and management is not hard and fast. In particular, both the maturity and the size of the program will influence the dividing line and the degree of separation between the program’s governance and management structures. Less mature programs may take time to establish formal governance mechanisms. Smaller programs with limited staffing and financial resources may tend to blend responsibilities between those who govern and those who manage, and to call on governing body members to be more involved in specific day-to-day management decisions. The extent of governance should be proportionate to the size of the program in order not to result in an over-governed and under-performing program.

**Good Governance Program Key Principles:**

- ✓ To share information willingly, and more importantly promote the sharing of information and experience
- ✓ To support institutions, State and National Governments to work collaboratively, and that through collaboration the sector as a whole, as well as individual institutions, will benefit
- ✓ Given the time remaining before TEQIP-II closes in December 2016 it is very important that everyone strives to meet any agreed deadlines, and to set a high professional standard for the programme
- ✓ To develop TEQIP institutions to be ambassadors for good governance and Indian Technical Education.



## 2. ROLE OF GOVERNING BODY

The Board of Governors is the governing body for the institution, collectively responsible for framing the policies, implementing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved as per the developmental plan.

### A. PRIMARY ACCOUNTABILITIES

- ✓ To approve the mission and strategic vision of the institution.
- ✓ To ensure the establishment and monitoring of proper effective and efficient systems of control and accountability
- ✓ Monitor Institutional Performance and quality assurance arrangements.
- ✓ To put in suitable arrangements for monitoring the head of the institutions performance.

### Key Responsibilities

Oversee the Creation and delivery of the strategic Vision and direction of the institution.  
(*Enhancing Learning Teaching and Research*)

Delegate Monitoring of

- Finance
  - Ensuring Solvency
  - Approve Financial Strategy
  - Approve Annual Operating Plans and Budgets
  - Ensure the institute follows the conditions laid by funding bodies in utilizing the funds
  - Scheme of delegating financial authority to various managerial levels
  - Receiving and approving annual accounts
- Procurement
  - Sound System of internal control ensuring delivery of Value for Money without compromising quality, transparency and fairness for all stakeholders
  - Approve procedures
- Audit
  - Directing and overseeing the arrangements for internal and external audit
  - Appoint audit committee and act on their comments
- HR Management

- Grievance Redressal
- Transparency in appointments
- TNA
- Estate Management
- Health and Safety
- Equality, Diversity and Reservations

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

Board of Governors is the highest authority of the institute to enable the institute to achieve and develop its strategic plan, institutional vision and mission to achieve the objectives for learning, teaching and research.

This responsibility includes identifying the financial, physical and staffing strategies necessary to achieve the set objectives. The Institution should chalk out detail implementation plan at departmental levels so as to meet requisite goals.

It is the duty of the Board of Governors to oversee the design and delivery of the strategic vision and direction of the institution. However, it is the responsibility of the Head of the Institution and the executive to convert the proposed policies/strategy into detailed operational planning that is delivered in consonance with the values, purpose and mission of the institution.

#### ***Supporting Evidence***

*The College has been engaged in a complete strategic planning exercise. The process consisted of multiple brainstorming sessions as well as formal feedback exercises to capture insights, suggestions and recommendations from various stake holders viz. Faculty, Students, Industry, and Parents. These exercises that spanned over three weeks involved majority of the faculty (98 persons), smaller working sessions with Heads of the Departments and Senior staff (30 persons), sessions with representatives of the students (120 persons), sessions with representatives of the non-teaching staff (50 persons) and interviews/E-mail input with alumni. The Vision, Mission and Plan have been identified for meeting the interests of the students and stake holders. The redefined mission and vision statements, SWOT analysis and the strategic directions of the institution for the next 4 years are a direct outcome of this*

*extensive collective reflection process. Outcomes are also reviewed and the proposals are approved by the Governing Body (Item No. IV of 1<sup>st</sup> BoG Meeting held on 09-08-2010).*

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

**A.2.1. Financial monitoring and Control**

Financial responsibilities of the Board of Governors include:

- ✓ Ensuring the solvency of the institution and safeguarding its assets
- ✓ Approving the financial strategy
- ✓ Approving annual budgets and operating plans which should reflect the institution's strategic plan
- ✓ Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements / contracts / memorandum
- ✓ Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to managers at appropriate levels
- ✓ Ensuring the existence and integrity of internal governance and monitoring system through an audit committee
- ✓ Receiving and approving annual accounts (audited financial statements) and periodically monitor the capital and operating expenses (at least once in a quarter) to ensure that the finances of the institution is managed as per the approved plan and to approve genuine variations, if any.

***Supporting Evidence***

- *BOG approved the Department budgets which are approved by financial committee ( Item VII of VIII BOG dt 12/06/14)*
- *BOG approved academic & research activities with financial components ( Item no X, XII, XIV, XV and XVI of 8th BOG)*
- *BoG presented and approved the purposes and guidelines for Utilization of four funds (Item no. VI of 1st BoG Meeting held on 09-08-2010).*
- *BOG approved the purposes and guidelines for utilization of IRG through*

*Consultancy. (Item No. VII of 1st BoG Meeting held on 09-08-2010).*

- *Approval of Receipts and proposed Budget allocation to various Departments (Item No. IX of 1st BoG Meeting held on 09-08-2010).*

### **A.2.2. Physical Resources**

Board of Governors shall ensure that there is a sound system of internal control, with responsibilities for managing the available physical resources for effective implementation of academic activities. For procurement of new goods and services the delivery of value for money (VFM) from public and institutional funds without compromising quality, transparency and fairness to all stakeholders.

Board of Governors shall ensure that value-for-money (VFM) in procurement of goods and services, which is achieved through obtaining assurances that

- ✓ Formation of Purchase Committee, which is renewed yearly
- ✓ Policies and procedures are in place, consistently applied, and there is Compliance with relevant legislation. All government standard procedures and norms are followed wherever applicable and proper documentation is preserved
- ✓ 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.

#### ***Supporting Evidence***

- *The BoG noted the Packages of Procurement submitted by the institute and approved by the NPIU through PMSS software. Further the initiation of Procurement based on the priorities of the Departments and College has been approved (for example Item No. III of 3<sup>rd</sup> BoG Meeting held on 30-08-2012).*

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

Board of Governors monitors the institutional performance against plans and approved key performance indicators (KPIs), which are appropriately benchmarked.

- ✓ The Board of Management actively measures and monitors institutional performance, including through the use of agreed KPIs which are both Realistic and challenging
- ✓ The Head of the Institution shall submit a report to the Board of Governors based on the KPIs which shall include the Result Analysis of students, Placement rate of students, Research publications and patents obtained by the faculty/staff and students, IRG and consultancy earned.
- ✓ Based on the reviews, the Board of Governors shall advise and guide the Institution to address the gaps.

***Supporting Evidence***

- *In every BOG meeting, the Principal presents a brief report about the activities and the Action Taken Report (ATR). There shall be a thorough discussion on the topics presented by the Principal. (Item no. II Of all BoG meeting's)*
- *BoG reviewed the performance of outgoing students in terms of pass percentage, and noted a list of batch toppers and record of campus placements for each academic year presented by the principal. (Item No .IV of 8<sup>th</sup> BOG dt 12/06/14)*
- *Ratified the constitution of department level advisory committee to strengthen the relationship between Industry and Institute which will benefit the stakeholders in terms of “skill up gradation at the right time (Item N0.VIII of 9<sup>th</sup> BOG dt 18/10/14 )*
- *BoG has suggested strategy for Enhancement of PG/ Ph. D Enrolment, Quality Enhancement with reference to Increase/ Intake/ of Several Courses, New Courses, PG Fellow ships, Ph. D Fellowships and Curriculum Reforms like Introduction of Credit Based System, Development of Outcome Based Model in 2<sup>nd</sup> BOG Meeting held on 24-02-2012.*

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

The Board of Governors monitors the performance of the Head of the Institution through his presentation on Institutional Progress Report.

### ***Supporting Evidence***

- *Annual Report of the College is presented every year on the Annual Day. The current year Annual report has been presented by the Principal on the Annual day celebrations held on 03-05-2014. & 25-04-2015.*
- *In every BOG meeting, the Principal presents a brief report about the activities and the Action Taken Report (ATR). There shall be a thorough discussion on the topics presented by the Principal. (Item No II of all BoG meeting's)*

#### **A.4.1. To support national and international collaborations between institution and academic partners, research and industry**

The Board of Governors shall help to create and support national and international collaborations between institution and academic partners, research and industry and others who support the mission and objectives of institutions.

### ***Supporting Evidence***

*Ratified an MOU was entered with IITH (KITE centre to enhance the institution quality through FDPs , virtual training session, students and faculty research activities to meet the mission of the institution, as an ongoing process. (Item NO.IV of 9th BoG meeting)*

#### **A.4.2. To approve requests for new programmes of study leading to degrees and/or diplomas**

Board of Governors shall consider and approve (on merit) the request of the institution to start a new programme of study leading to degree, post-graduate degree on the recommendation of the Academic Council.

### ***Supporting Evidence***

- *BoG Approved two PG programs viz , M.Tech in Nuclear Power Engg & M.Tech in Computer Science & Information Engg are introduced from the academic year 2014 to keep abreast with the state of art of technology .( for example Item no.VI*

*of 9<sup>th</sup> BOG dt 18/10/14 :)*

- *BoG Approved New UG program in B.Tech (Chemical Engg ) is being introduced from academic year 2014 in order to expand the scale which has the local relevance because of the availability of various Chemical & Pharmaceutical companies in and around Hyderabad. (Item no .V of 9th BoG dt 18/10/2014)*

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

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

The Board of Governors 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 Board of Management shall publish an annual report every year. This report shall include academic, research, extracurricular and sports achievements of staff and students, and also provides the financial statement of the institute.

#### ***Supporting Evidence***

*The selection and admission of students to Under-graduate, post-graduate programmes of JNTUH CEH are through centralized/State admission process. Admission and selection to doctoral programmes is made through an open advertisement in national dailies, through written tests and interviews by following common norms and procedures.*

*The minutes of the Board of Governors are made available on website of the institute, as a regular practice. The BoG Minutes are being displayed on institute website: [http://jntuhceh.org/tech\\_edu\\_qi\\_prog](http://jntuhceh.org/tech_edu_qi_prog) since 09/08/2010.*

### **B.2. Register of interests of members of Board of Governors**

*The Points discussed in BoG meetings are approved by all the Members of the BoG. The individual members' opinions are also recorded.*

## C. KEY ATTRIBUTES OF GOVERNING BODIES

### C.1. Structure of Board of Governors

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

| S. No. | Position                                  | Name & Designation   |
|--------|---|--|
| 1.     | CHAIRMAN<br>Formerly Director, NRSA.      | Prof. B. L. Deekshatulu<br>Distinguished Fellow, IDRBT                                     |
| 2.     | MEMBER<br>Industrialist                   | Mr. Ramesh Datla<br>Managing Director, Elico Ltd.  |
| 3.     | MEMBER<br>Industrialist                   | Mr. N.Sarat Chandra Babu<br>Executive Director<br>C-DAC, Bangalore                         |
| 4.     | MEMBER<br>Industrialist                   | Mr. S. Ravi Kumar<br>Head-Hyderabad Development Centre, Infosys<br>Technologies Limited    |
| 5.     | MEMBER<br>Industrialist                   | Mr. Y. Harish Chandra Prasad<br>Chairman CIT & Malaxmi Infra Ventures (India) Pvt.<br>Ltd. |
| 6.     | MEMBER<br>Industrialist                   | Dr. Prahlada<br>Vice-Chancellor, DIAT (DU)   |
| 7.     | MEMBER<br>Industrialist                   | Er. F. C. S. Peter<br>Former Director General,<br>National Academy of Construction         |
| 8.     | MEMBER<br>Academician<br>Faculty of JNTUH | Prof. N.Yadaiah<br>Professor of EEE & Registrar, JNTUH                                     |



|     |   |  |
|-----|---|--|
| 9.  | MEMBER<br>Academician<br>Faculty of JNTUH     | Dr. A. V. Sitarama Raju<br>Professor of Mechanical Engg. & Director, Admissions<br>JNTUH |
| 10. | MEMBER<br>Academician<br>(University Nominee) | Director, Academic & Planning, JNTUH   |
| 11. | MEMBER<br>Academician                         | Nominee of Chairmen TSCHE  |
| 12. | MEMBER<br>(State Govt. Nominee)               | Nominee of CTE   |
| 13. | MEMBER<br>(AICTE Nominee)                     | South Central Regional<br>Office-AICTE, Hyderabad  |
| 14. | MEMBER<br>(UGC Nominee)                       | Prof. Afshar Alam<br>Jamia Hamdarad University<br>Hamdard Nagar- New Delhi-110 062       |
| 15. | MEMBER<br>SECRETARY<br>Academician            | Dr. A.Govardhan<br>Professor of CSE & Principal JNTUHCEH                                 |

**Table:** Structure of Board of Governors as proposed by UGC, New Delhi

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

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

### **Chairman**

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

- ✓ The Chairman is responsible for the leadership of the Board of Governors and ultimately to the stakeholders for its effectiveness.
- ✓ As Chairman of its meetings he/she should promote Board of Governor'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 Board of Governors operates effectively, discusses those issues which it needs to discuss, and dispatches its responsibilities in a business-like way.
- ✓ The Chairman should ensure that the Board of Governors 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 Board of Governors is maintained.
- ✓ The Chairman shall be responsible for ensuring that the Board of Governors 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 Board of Governors 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 Board of Governors 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 participate in day to day functioning of the institution.

## **Members**

Individual members of Board of Governors 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 Board of Management (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 and expertise in that particular subject.

### **Head of the Institution**

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

- ✓ Implementing the decisions of the Board of Governors or 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 Board of Governors.

### **C.3. Delegation**

Where permissible, the Board of Governors 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

#### **Delegation to Chairman**

The Board of Governors may grant delegated 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 Board of Governors when it meets next time and get the ratification of the action taken by the Chairman.

### **Delegation to committees**

It is a common practice for a Board of Governors 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 Board of Governors for decision

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

It is common practice for a Board of Governors 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 Board of Governors when it meets next time.

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

The Board of Governors meetings shall be conducted at least four times in an academic year. The following processes shall be followed for the conduct of Board of Governors meeting.

- ✓ In consultation with the Chairman of Board of Governors the date, time, venue and agenda for the Board of Governors meeting shall be fixed by the Principal of the institution who is also the Member Secretary of the Board of Governors
- ✓ The meeting notice to attend the meeting along with agenda for the meeting shall be sent to all members and invitees by the Member Secretary of the Board of Governors 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 Board of Governors so as to reach earlier to the meeting. This shall contain the minutes of the earlier Board of Governors meeting, the action taken report on the resolutions of the earlier Board of Management 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 Board of Governors . 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 Board of Management and shall be circulated to all the members and the minutes of the meeting shall be finalized.

***Supporting Evidence***

*For example, following are the timelines implemented for the conduct of XIII BoG:*

|  |   |
|--|---|
| <i>Last Date of Inviting Agenda items from stakeholders</i>            | <i>14<sup>th</sup> Nov,2015</i>           |
| <i>Date of notification to Members</i>                                 | <i>21<sup>st</sup> Nov, 2015</i>          |
| <i>Circulation of Pre-agenda notes to the Members</i>                  | <i>28<sup>th</sup> Nov, 2015</i>          |
| <i>Date of XIII BoG</i>  | <i>4<sup>th</sup> Dec, 2015, 11.00 am</i> |
| <i>Circulation of Minutes to the BoG members</i>                       | <i>14<sup>th</sup> Dec, 2015</i>          |
| <i>Date of Publication of Minutes/Proceedings on Institute website</i> | <i>26<sup>th</sup> Dec, 2015</i>          |

*The Member Secretary of the Board of Governors 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 Board of Governors 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 Board of Governors, some commercially sensitive material and as felt confidential by the Board of Governors and declared as ‘Reserved’.*

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

- ✓ Regularly monitor their own effectiveness and the performance of the institution against the planned strategies and operational targets.
- ✓ Reflect on the performance of the Institution in terms of the long-term strategic objectives and its short term indicators of performance/success.
- ✓ Benchmark Institutional performance with other comparable institutions.

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

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

- ✓ 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, widening participation and estates
- ✓ Notes describing the institution's organizational structure
- ✓ The rules and procedures of the Board of Governors

*The newly joined members are briefed by the Chairman, as well, all support documentation is provided to them by the Member Secretary.*

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

- *The BoG constitution has been reviewed regularly.*
- *One day workshop of the BoG members was conducted on 20-01-2014.*

*The major topics covered in this workshop are*

- *Role of BoG in Autonomous Colleges as per UGC Guidelines*
- *Role of BoG – A Talk by the Co-ordinator, SPFU, AP.*
- *Presentation on Good Practices for Governing Bodies*
- *The Important points of this workshop are discussed as Item No.XIX of 8th BOG meeting.*

## **E. REGULATORY COMPLIANCE**

The Board of Governors 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 Board of Governors.

### ***Supporting Evidence:***

*There are several regulatory bodies constituted in the Institution to ensure the regulatory compliance. Further this institute accommodates the state and central government regulatory norms.*

*The Regulatory committees are approved in 1st BOG. These committee will ensure the regulatory compliance of fundamental matters of the Institution.( Item No.5of 1st BOG dt 09/08/2010 )*

*As this college is a constituent unit of Government funded University, the ‘not-for-profit’ purpose is inherent in the act.*

*The Institution has 6 UG and 14 PG Programs which are eligible for NBA accreditation*

*Four UG programs are accredited by NBA \**

*Nine PG programs are accredited by NBA \**

*\* Application for the 5 eligible PG and renewal of 2 UG programs is in process.*