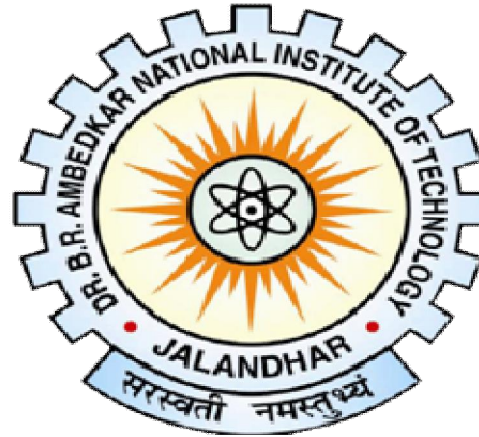


**DR B R AMBEDKAR NATIONAL INSTITUTE OF  
TECHNOLOGY, JALANDHAR**



**INSTITUTIONAL GOVERNANCE  
GUIDELINES**

**TEQIP-II**

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## **Section1: Institution**

Dr B R Ambedkar National Institute of Technology was established in the year 1987 as Regional Engineering College and was given the status of National Institute of Technology (Deemed University) by the Government of India on October 17, 2002 under the aegis of Ministry of Human Resource Development, New Delhi. The Ministry of Human Resource Development, Government of India has declared the Institute as “*Institute of National Importance*” under an act of Parliament in 2007. A large number of reputed Industrial houses in the country visit the Institution and select the final year students as engineers/management trainees. As one of the National Institutes of Technology (NIT), the Institute has the responsibility of providing high quality education in engineering, technology and sciences to produce competent technical and scientific manpower for the country. The Institute offers B.Tech, M.Tech, MSc, MBA and PhD programmes in several disciplines of engineering, technology and sciences.

### **1.2 Vision and Mission of Institute**

#### **Vision**

To build a rich intellectual potential embedded with interdisciplinary knowledge, human values and professional ethics among the youth, aspirant of becoming engineers and technologists, so that they contribute to society and create a niche for a successful career.

#### **Mission**

To become a leading and unique institution of higher learning, offering state-of-the-art education, research and training in engineering and technology to students who are able and eager to become change agents for the industrial and economic progress of the nation. To nurture and sustain an academic ambience conducive to the development and growth of committed professionals for sustainable development of the nation and to accomplish its integration into the global economy.

### **1.3 Quality Policy**

- To develop technical human resource of excellence suitable for global requirements.
- To ensure good quality academic and industrial research programmes in different areas of engineering and technology.
- To generate industry-institute synergy for shaping technical education to meet the requirements of industry.

## **1.4 Organizational Structure**

### **Visitor**

The President of India shall be the Visitor of the Institute. The Visitor may appoint one or more persons to review the work and progress of the institute to hold inquiries into the affairs thereof and to report thereon in such manner as the Visitor may direct.

Upon receipt of any such report, the Visitor may take such action and issue such directions as he considers necessary in respect of any of the matters dealt with in the report and the institute shall be bound to comply with such directions within reasonable time.

### **NIT Council**

#### ***Structure***

- the Minister in charge of the Ministry or Department of the Central Government having administrative control of the technical education, ex officio-Chairman
- the Secretary to the Government of India in charge of the Ministry or Department of the Central Government having administrative control of the technical education, ex officio- Vice-Chairman
- the Chairperson of every Board, ex officio
- the Director of every Institute, ex officio
- the Chairman, University Grants Commission, ex officio
- the Director General, Council of Scientific and Industrial Research, ex officio
- four Secretaries to the Government of India, to represent the Ministries or Departments of the Central Government dealing with biotechnology, atomic energy, information technology and space, ex officio
- the Chairman, All India Council for Technical Education, ex officio
- not less than three, but not more than five persons to be nominated by the Visitor, at least one of whom shall be a woman, having special knowledge or practical experience in respect of education, industry, science or technology
- three members of Parliament, of whom two shall be chosen by the House of the People and one by the Council of States (Provided that the office of member of the

Council shall not disqualify its holder for being chosen as or for being, a member of either House of Parliament)

- two Secretaries to the State Government, from amongst the Ministries or Departments of that Government dealing with technical education where the Institutes are located, ex officio
- Financial Advisor, dealing with the Human Resource Development Ministry or Department of the Central Government, ex officio
- One officer not below the rank of Joint Secretary to the Government of India in the Ministry or Department of Central Government having administrative control of the Technical Education, ex officio-Member-Secretary

It shall be the general duty of the Council to coordinate the activities of all the NITs without prejudice. The Council shall perform the following functions, namely:-

- to advise on matters relating to the duration of the courses, the degrees and other academic distinctions to be conferred by the individual NITs, admission standards and other academic matters
- to lay down policy regarding cadres, methods of recruitment and conditions of service of employees, institution of scholarships and freeships, levying of fees and other matters of common interest
- to examine the development plans of each NIT and to approve such of them as are considered necessary and also to indicate broadly the financial implications of such approved plans
- to advise the Visitor, if so required, in respect of any function to be performed by him under the NIT Act
- to perform such other functions as are assigned to it by or under the NIT Act.

The Institution functions under the overall control and guidance of the Board of Governors, the Director being the Executive Head of the Institute. The other administrative bodies of the Institute are the Senate, the Finance Committee, and the Building and Works Committee - the Registrar, being the Secretary. There are five Deans viz. Academic Programmes, Research and Consultancy, Infrastructure Planning and Development, Students Welfare, and Faculty Welfare.

<b>Designation</b>	<b>Responsibilities</b>
<b>Director</b>	As per NIT Statutes
<b>Deans</b>	
<b>•Academic</b>	As per NIT Statutes
<b>•Planning &amp; Development</b>	
<b>•Research &amp; consultancy</b>	
<b>•Student Welfare</b>	
<b>•Faculty Welfare</b>	
<b>Associate Dean (UG)</b>	<ul style="list-style-type: none"> <li>• As assigned by the Dean (A) and/or the Director</li> <li>• To monitor the classes of UG Courses and to ensure that all theory and practical classes are taken by assigned teachers as per time table.</li> <li>• Senate, BOAC and Accreditation Issues</li> </ul>
<b>Associate Dean (PG)</b>	<ul style="list-style-type: none"> <li>• As assigned by the Dean (A) and/or the Director</li> <li>• To monitor the classes of PG Courses and to ensure that all theory and practical classes are taken by assigned teachers as per time table.</li> <li>• Senate, BOAC and Accreditation Issues</li> </ul>
<b>Associate Dean (R&amp;C)</b>	As assigned by Dean (R&C) or by the Director
<b>Associate Dean Planning &amp; Development</b>	<ul style="list-style-type: none"> <li>• As assigned by the Dean (P&amp;D) and/or Director</li> <li>• To plan and advise on efficient utilization of available space in the campus</li> <li>• To advise on maintenance and renovation of existing buildings, Labs, room, lecture hall, staff colony etc.</li> <li>• To Repair and maintenance of Civil and Electrical Works</li> <li>• Help in Outsourcing of services</li> <li>• To coordinate between different departments on requirement of additional facilities and plan to create the same.</li> <li>• To prepare preliminary drawings and designs of the new works to be carried out in the institute.</li> <li>• To plan proper pitched roads and pedestrian walkways.</li> <li>• To plan energy efficient buildings which are also environmental friendly</li> <li>• To advise on design of interior and exteriors for better utilization and looks of various institute building.</li> <li>• To arrange for the agenda and organization of the meeting for procurement of equipment.</li> <li>• To plan electrical power supply system on campus</li> <li>• To initiate energy conservation drives for controlling the load and energy consumption.</li> <li>• To plan and monitor efficient lighting system, solar</li> </ul>

	<p>power in the campus.</p> <ul style="list-style-type: none"> <li>• To establish safe and efficient maintenance system of electricity supply and utilization</li> </ul>
<b>Associate Dean (Faculty Welfare)</b>	<ul style="list-style-type: none"> <li>• As Assigned by DFW and/or the Director</li> <li>• To facilitate recruitment of new faculty members,</li> <li>• To facilitate implementation of new appraisal system</li> <li>• To identify and plan training needs of internal faculty members.</li> </ul>
<b>Associate Dean (Student Welfare)</b>	<ul style="list-style-type: none"> <li>• As per Statutes and as assigned by DSW and the Director</li> </ul>
<b>Registrar</b>	As per NIT Statutes.

- Other Academic and Administrative constituted committees and their responsibilities are available at Appendix - A (Terms of Reference for committees)

### **1.5 Board of Governors**

The Board of Governors is primarily responsible for the general superintendence, direction and control of the affairs of the Institute.

#### ***Structure***

The Board of Governors shall consists of:

- The Chairperson to be nominated by the Visitor
- Director of the Institute
- Director of Indian Institute of Technology to be nominated by the Central Government.
- Joint Secretary (Technical Education) nominee of the MHRD, Govt. of India.
- Joint Secretary (Finance) nominee of the MHRD, Govt. of India.
- Two members to be nominated by the Government of the State in which the Institute is situated, from amongst persons, who, in the opinion of that Government, are technologists or industrialists of repute
- Two persons, at least one of whom shall be a woman, having special knowledge or practical experience in respect of education, engineering or science to be nominated by the council.
- One Professor nominee of the Institute Senate and One Assistant Professor or a lecturer nominee of the Institute Senate
- Section 18 Clause (2) Registrar & Secretary (Board of Governors) of the Institute.

#### **Powers and Functions of Board**

##### **As per NIT Act, the Board of the Institute shall:-**

- take decisions on questions of policy relating to the administration and working of the Institutes;
- institute course of study at the Institute;
- make Statutes;
- institute and appoint persons to academic as well as other posts in the Institute;
- consider or modify or cancel ordinances;
- consider and pass resolutions on the annual report, the annual accounts and the budget estimates of the Institutes for the next financial year as it thinks fit and submit them to the council together with a statement of its development plans;

The Board of Governors shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act or Statutes.



## **1.6 Senate**

### ***Structure***

**The Senate of every Institute shall consist of the following persons, namely:-**

- The Director of the Institute, Chairman
- The Deputy Director of the Institute
- The Professors appointed or recognized as such by the Institute for the purpose of imparting instructions in the Institute
- Three persons, one of whom shall be a woman, not being employees of the Institute, to be nominated by the Chairperson in consultation with the Director, from amongst educationists of repute, one each from the field of science, engineering and humanities
- Such other members of the staff as may be laid down in the Statutes.

***FUNCTIONS:*** The Senate of the Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

***POWERS:*** The Senate shall have powers to:-

- Frame and revise curricula and syllabi for the course of studies for the various Departments and centres.
- Make arrangements for the conduct of examinations, appointment of examiners, moderators, tabulators and other matters relating to the examinations;
- Declare the results of the examinations or to appoint Committees or Officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles.
- Appoint advisory committees or expert committees or both for the Department or Centres of the Institute to make recommendations on academic matters connected with the working of the Departments or Centres.
- Appoint committees from amongst the members of the Senate. Other teachers of the Institute and experts from outside to advise on such specific and important academic matters as may be referred to any such committee by the Senate.
- Consider the recommendations of the Advisory Committees attached to various departments or centres and that of expert and other committees and take such action (Including the making of recommendations to the Board) as warranted by eachcase

- Make periodical review of the activities of the Departments or Centres and take appropriate action (including the making of recommendations to the Board)
- Supervise the working of the library of the Institute
- Promote research and academic development or activity within the institute and seek reports on such research or academic development or activity from the persons engaged therein.
- Provide for the inspection of the classrooms, laboratories, Library and the Residential hostels.
- Plan co-curricular activities of the students of the Institute.
- Award stipends, scholarships, medals and prizes and make other awards if accordance with such conditions as may be attached to the awards.
- Make recommendations to the Board with regard to the creation or restructuring of the Departments or programmes or Centres and the abolition of existing Departments or Centre thereof.
- Make recommendations to the Board with regard to the creation of the restructuring of Departments or programmes or Centres and the abolition of existing Departments or Centre thereof.
- Invite up to two students representatives during discussion of general nature not involving policy or disciplinary matters in the Senate meeting.

And other duties and powers as conferred upon it by Act / Statutes.

## **1.7 Finance Committee**

### **Structure**

- The Finance committee of the Institute consisting of the following members namely;
  - The Chairperson, Board of Governors, ex- Officio Chairman
  - The Director of the Institute, member
  - Joint Secretary dealing with NITs or his nominee and Financial Advisor (MHRD) or his nominee members.
  - Two members to be nominated by the Board from amongst his members
  - The Registrar of the Institute, Member Secretary

### **Function**

- The Finance committee shall meet ordinarily four times in a year preferable before the meeting of the Board of Governors.
- Three members of the Finance committee shall form a quorum for a meeting of the Finance committee.
- The Chairperson shall preside over the meetings of the Finance committee and in his absences; the Director shall preside over the meetings.
- A copy of the minutes of every meeting of the Finance committee shall be placed before the Board.
- The provisions in the statutes regarding notices of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, as far as practicable may be followed in connection with meetings of the Finance committee also.
- All financial proposals shall be placed before the Finance committee prior to being placed before the Board for consideration and approval.

### **Powers of Finance Committee**

The finance shall have the power to:

- Examine and scrutinize the annual budget of the Institute prepared by Director and make recommendation to the Board.
- Give its views and recommendations on any financial question affecting the Institute to the Board either on the initiative of the Board or of the Director, or on its own motion.

And others duties and powers as conferred upon it by Act / Statutes.

## **1.8 Building and Works Committee**

### **Structure**

- The *Building and Works* committee of the Institute consisting of the following members namely;
  - The Director of the Institute, Chairman
  - One member nominated by the Central Government not below the rank of Director or Deputy Director
  - One member nominated by the Board
  - Registrar, Member Secretary
  - Dean, Planning and Development of the Institute
  - One expert each from the Civil and Electrical Engineering wing of Central or State Government or any autonomous body of repute- member

### **Function**

- The Buildings and Works committee shall meet as often as necessary but ordinarily not less than four time a year.
- Three members shall form a quorum of a meeting of the Buildings and Works committee.
- The provisions in the statutes regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, as far as practicable may be followed in connection with meetings of the Buildings and Works committee also.
- A copy of the minutes of every meeting of the Buildings and Works committee shall be placed before the Board.

### **Powers**

- The Buildings and Works committee shall:
  - Under the directions of the Board shall carry on construction of all major works, after the necessary administrative approval and expenditure sanction from the Board.
  - Have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to repair and maintenance within the approved budgetary provision of the Institute.
  - Be responsible for making technical scrutiny of the design, estimates and specifications of the material as may be consider necessary.

- Be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary.
- Have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- If in the opinion of the Chairman of the Buildings and Works committee, any emergency has arisen which requires immediate action to be taken, he shall take such action and report the same to the Buildings and Works committee and the Board at their next meeting.
- The Building and Works committee shall also perform such functions and exercise such powers as may be entrusted by the Board from time to time

## **Section A: Role of the Governing Body**

- The Chairperson shall ordinarily preside at the meetings of the Board and at the convocation of the institute.
- It shall be the duty of the Chairperson to ensure that the decision taken by the Boards are implemented.
- The Director shall submit annual report and accounts to the Board.
- The Director shall exercise such other powers and performs such other duties as may be assigned to him by the Act / Statutes or Ordinances.
- The Registrar shall be responsible to the Director for the proper discharge of his functions.
- The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by the Act / Statutes or Ordinances.

### ***To approve the mission and strategic vision of the institution***

Vision, Mission and Strategic plan are evolved by Institute Senate through extensive deliberations. These are discussed in the meetings of Board of Governors as part of information agenda (Institute annual progress report) presented by the Head of the Institution.

Vision & Mission have also been displayed on the Institute website.

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

For the purpose of enabling Institute for proper, effective and efficient system of control:

- The Central Government may, after due appropriation made by the parliament by law in this behalf, pay to institute in each financial year such sums of money and in such manner as it may think fit.
- The Institute shall maintain a fund to which shall be credited:-
  - All money provided by the Central Government.
  - All fees and other charges received by the Institute
  - All money received by the Institute by way of grants, gifts, donations benefactions, bequests or transfer
  - All money received by the Institute in any manner or from any other sources
- The Institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be specified by notification, by the Central Government in consultation with Comptroller and Auditor General.
- The accounts of the Institute shall be audited by the Comptroller and Auditor General of India.

**To monitor institutional performance and quality assurance arrangements**

The following committees constituted for monitor institutional performance and effective systems of control:

- **Finance committee**
- **Buildings & Works committee**
- **Purchase committee**
- **Disciplinary committee**
- **Grievance committee**
- **Internal Complaints Committee (to deals specifically with the cases of sexual harassment and gender discrimination at work place).**

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

The Board of the Institute shall review the performance of managerial / administrative positions in the Institute.

- The posts at the Institute shall be filled by advertisement on all India basis:
  - Provided that the ratio between the Direct Recruitment and Promotion posts for posts other than that of the Director or Deputy Director shall be as per the recruitment rules.
  - The reservation of the posts shall be in accordance with the rules of the Central Government.
  - For the purpose of appointments, the rules applicable to of the Central Government employees shall apply.
  - The selection committees, for filling posts under the institute (other than the posts on contract basis) by advertisement or by promotion from amongst the member of staff of the institute, shall be constituted in such manner as laid down by Ministry of Human Resource Development Department of higher and Secondary Education, Government of India or Board from time to time by ordinances.
  - Selection committees for filling up of posts under the Institute (other than on contract basis) by advertisement or by promotion from amongst the member of staff of the institute shall be constituted in the manner as laid down in the Act / Statutes.



**Section B: Openness and Transparency in the Operation Of Governing Bodies**

**To promote transparency and openness at every level**

The Institute shall ensure the existence of a mechanism for providing relevant information to all the stakeholders of the Institute and for the potential employers of graduates on all aspects of institutional activities relating to academic performance, finance and management.

The Institute publishes an annual report which is available to all the stakeholders of the institute through the Institute website. The report includes academic, research, sports, students and staff achievements. The audited financial statements of all the accounts maintained in the institute are also included in the annual report.

The minutes of all the meetings of Board of Governors, policies framed, academic policies, etc. are made available on the Institute website.

**Register of interests of members of Board of Governors**

Register of interest is not maintained.

## **Section C: Key Attributes of Board of Governors**

### **Structure of Board of Governors**

1. The Chairperson to be nominated by the Visitor
2. Director of the Institute
3. Director of Indian Institute of Technology to be nominated by the Central Government.
4. Joint Secretary (Technical Education) nominee of the MHRD, Govt. of India.
5. Joint Secretary (Finance) nominee of the MHRD, Govt. of India.
6. Two members to be nominated by the Government of the State in which the Institute is situated, from amongst persons, who, in the opinion of that Government, are technologists or industrialists of repute
7. Two persons, at least one of whom shall be a woman, having special knowledge or practical experience in respect of education, engineering or science to be nominated by the council.
8. One Professor nominee of the InstituteqSenate and One Assistant Professor or a lecturer nominee of the InstituteqSenate
9. Section 18 Clause (2) Registrar & Secretary (Board of Governors) of the Institute

The powers of Chairman, Head of the institution & Registrar are presented below:

### ***Powers of Chairperson, Board of Governors:***

In addition to the powers provided in the Act, the Chairperson of the Board of Governors shall have the following powers, namely:-

- He shall have the power to fix, on the recommendations of the selection committee, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which the appointments can be made by the Board under the provisions of the Act.
- He shall have the power to send members of the staff except the Director of the Institute for training or for a course of instruction, outside India subject to such terms and conditions as may be laid down by the Board from time to time.
- In emergent cases the Chairperson may exercise the powers of the Board and inform the Board of the action taken by him for information and ratification.

**Head of the Institution / Director:**

The Director shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the institute and for the imparting of instruction and maintenance of discipline therein.

***Powers of Director***

- The Director shall have the power to incur expenditure in accordance with the procedure as may be laid down in the ordinances.
- The Director shall have the power to appropriate funds with respect to the different items constituting the recurring budget up to a limit specified for the Head of Department in the Central Government for each item:
  - Provided that such appropriation shall not involve any increase in the budget and any liability in future year.
  - Provided further that every such appropriation shall as soon as possible, be reported to the Board.
- The Director shall have the power to write off irrecoverable losses up to a limit of ten thousand rupees and irrecoverable values of store item lost or rendered unserviceable, due to normal wear and tear or obsolete up to a limit of twenty five thousand rupees subject to the such stipulations as may be made by the Board from time to time.
- The Director shall have the power to donate obsolete equipment or store items, as identified by a committee constituted for this purpose by the Director, to any educational institution in the vicinity of the institute up to such limits as may be decided by the Board from time to time.
- The Director, where he is the appointing authority, shall have the power to fix, on the recommendations of the selection committee, the initial pay of an incumbent at a stage higher than the minimum, of the scale, but not involving more than five increments. In respect of posts to which appointment can be made by him under the powers vested in him by the provision of the Act or these statutes.
- The Director shall have the power to employ teaching supporting staff in the Labs, Technicians or Technical instructor and Skilled Workmen, paid from contingencies from time to time, for not more than one year on such remuneration as may be decided by the Board.

- The Director shall have the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the ordinances.
- The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- If for any reason the Registrar is temporarily absent for a period not exceeding one month, the Director may take over or assign to any faculty member or member of staff of the Institute, any of the functions of the Registrar as he deems fit;  
Provided that if at any time the temporary absence of the Registrar exceeds one month, the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar, for a period exceeding one month.
- All contracts for and on behalf of the Institute except the one between the Institute and the Director shall when authorised by a resolution of the Board passed in that behalf be in writing and be expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.
- The Director may, during his absence from head quarters, specifically authorise in writing the Deputy Director or in his absence, one of the Deans or the Senior most Professor present to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his behalf.
- The Director may, at his discretion constitute such committees, as he may consider appropriate for smooth functioning of the Institute.
- In the event of the occurrence of any vacancy in the office of the Chairperson by reason of his death, resignation or otherwise or in the event of the Chairperson being unable to discharge his functions owing to absences, illness or any other cause, the Director may discharge the functions assigned to the Chairperson under section 16 of the Act.
- The Director may, with the approval of the Board delegate any his powers, authorities or responsibilities vesting in him by virtue of the Act and Statutes to one or more members of Academic or Administrative staff of the Institute.

### **Registrar**

- The Registrar shall be appointed for fixed term of not exceeding five years on deputation or contract basis.
- The Registrar shall act as Secretary of the Board, Senate and such other committees to which he may be required by the Statutes to act as such.
- The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by the Act / Statutes or Ordinances.

### **Delegation of financial powers to various functionaries in the institute**

For smooth functioning of institute financial powers delegated to following functionaries are as follows:

**Chairman BOG** : for expenditure above Rs. 50.00 Lacs

**Director/ Head of Institution** : Rs. 50.00 Lacs for single purchase / work order

**Deans/ Head of the Department** : Rs. 0.50 Lacs per month for purchase of consumables

### **D: Effectiveness and Performance review of Board of Governors**

It shall be the duty of the Chairperson to ensure that the decision taken by the Board are implemented.

- The Board of Governors shall meet ordinarily four times in a year.
- Proceedings of every meeting of BOG are also made available on the institute website.
- Regular review of action taken on decisions in previous BOG meetings is an essential part of subsequent meeting of the BOG.
- Institute publishes annual report (which includes Institute Budget, audit report, balance sheets, staff achievements, etc) which is placed before the Board of Governors for considerations and finally this report is put up in the Parliament.
- Annual Academic audit review will be carried out by an External Departmental Review committee.
- Accounts of the Institute being audited by the Comptroller and Auditor General.
- NBA accreditation of programme is one of the effective indicator for performance review.

### ***Performance review of the Governing bodies in meeting strategic goals and objective of the institutions***

Institute publishes newsletters, which reflects faculty, staff and students achievements, publications details, training and placement detail, and also made available on the institute website for all the stakeholders.

Review of the Institute performance is regularly made through presentation presented before the BOG in every meeting by the Head of the Institution.

### **E: Regulatory Compliance**

To ensure the compliance of regulatory bodies, the Board of Governors shall ensure the compliance with statutes, ordinances and provisions regulating the institutions, and take all final decisions, of fundamental concern to the institution. This will be ensured through Annual reports (which includes audited financial statements, balance sheets etc).

**Appendix – A**  
**(Term of Reference for committees)**

<b>S. No.</b>	<b>Designation</b>	<b>Responsibilities</b>
<b>A</b>	<b>Dean (Planning &amp; Development)</b>	As per statutes and as assigned by the Director
<b>AA</b>	<b>Associate Dean (P&amp;D)</b>	<ul style="list-style-type: none"> <li>• As assigned by the Dean (P&amp;D) and/or Director</li> <li>• To plan and advise on efficient utilization of available space in the campus</li> <li>• To advise on maintenance and renovation of existing buildings, Labs, room, lecture hall, staff colony etc.</li> <li>• To Repair and maintenance of Civil and Electrical Works</li> <li>• Help in Outsourcing of services</li> <li>• To coordinate between different departments on requirement of additional facilities and plan to create the same.</li> <li>• To prepare preliminary drawings and designs of the new works to be carried out in the institute.</li> <li>• To plan proper pitched roads and pedestrian walkways.</li> <li>• To plan energy efficient buildings which are also environmental friendly</li> <li>• To advise on design of interior and exteriors for better utilization and looks of various institute building.</li> <li>• To arrange for the agenda and organization of the meeting for procurement of equipments.</li> <li>• To plan electrical power supply system on campus</li> <li>• To initiate energy conservation drives for controlling the load and energy consumption.</li> <li>• To plan and monitor efficient lighting system, solar power in the campus.</li> <li>• To establish safe and efficient maintenance system of electricity supply and utilization</li> </ul>
<b>A-1</b>	<b>Guest House</b>	<ul style="list-style-type: none"> <li>• To coordinate the upkeep of the guest house(s).</li> <li>• To Improve the food quality</li> <li>• To maintain the records as required under administrative and financial laws and make it self sustainable</li> <li>• To develop smooth booking system in the guest house for institute guests and visitors.</li> <li>• To suggest measures for improvement of facilities in guest house</li> </ul>
<b>A-2</b>	<b>Coordinator, Institute Newsletter/Brochure</b>	<ul style="list-style-type: none"> <li>• To coordinate the activities related with publication of institute newsletter regularly and in time.</li> <li>• To ensure that the activities carried out by the institution are hosted on the website.</li> <li>• To make the news letter as a brand building mechanism for the institute.</li> <li>• To coordinate the activities related with the publication of the institute magazine.</li> </ul>
<b>A-3</b>	<b>Coordinator, Institute Amenities</b>	<ul style="list-style-type: none"> <li>• To coordinate the upkeep and smooth functioning of the canteen(s) in Institute area.</li> </ul>



S. No.	Designation	Responsibilities
		<ul style="list-style-type: none"> <li>• To suggest measures for improvement of facilities in the canteens.</li> </ul>
<b>A-4</b>	<b>Coordinator, Transportation</b>	<ul style="list-style-type: none"> <li>• To plan and advise on the policy on efficient and effective use of institute vehicles.</li> <li>• To make necessary arrangements for the travel of the institute guests.</li> <li>• To replace vehicles after their useful life as per norms.</li> <li>• To take necessary measures as deemed necessary for discharge of the responsibility.</li> <li>• To purchase additional vehicles for the institution as per the requirements.</li> <li>• To arrange for vehicles for student tours and industrial visits.</li> </ul>
<b>A-5</b>	<b>Coordinator, Water Management and Waste Disposal and Horticulture</b>	<ul style="list-style-type: none"> <li>• To take measure on conservation and to optimize the use of water.</li> <li>• To ensure best quality drinking water in the campus.</li> <li>• To monitor and advise on the disposal of solid waste and sewage.</li> <li>• To monitor and advise on the greening of the campus.</li> <li>• To monitor and advise on the waste-water disposal system and its maintenance etc</li> <li>• To develop new and additional rain-water harvesting systems.</li> <li>• To renovate the existing water and sewer lines.</li> <li>• To design an effective mechanism for utilization of the manure produced from waste.</li> <li>• To coordinate with horticulture section for effective use of grey water to minimize use of drinking water.</li> <li>• To maintain the existing plantation and improve further greenery on the campus</li> <li>• To plan, develop and expand green area</li> <li>• To coordinate with external agencies for mass plantation</li> <li>• To work together with coordinator water management</li> </ul>

S. No	Designation	Responsibilities
B	Dean (Academic)	As per statutes and as assigned by the Director
BA	Associate Dean (PG)	<ul style="list-style-type: none"> <li>As assigned by the Dean (A) and/or the Director</li> <li>To monitor the classes of PG Courses and to ensure that all theory and practical classes are taken by assigned teachers as per time table.</li> <li>Senate, BOAC and Accreditation Issues</li> </ul>
BB	Associate Dean (UG)	<ul style="list-style-type: none"> <li>As assigned by the Dean (A) and/or the Director</li> <li>To monitor the classes of UG Courses and to ensure that all theory and practical classes are taken by assigned teachers as per time table.</li> <li>Senate, BOAC and Accreditation Issues</li> </ul>
B-1	Coordinator, Time Table and Class Room Infrastructure Management	<ul style="list-style-type: none"> <li>To prepare institute time table at all levels.</li> <li>To coordinate and finalize the department time-tables.</li> <li>To ensure proper facilities in the class rooms.</li> <li>To advise on infrastructure facilities required in the class rooms.</li> <li>To advise on future requirement of class rooms vis-à-vis addition of new programs.</li> <li>To upgrade the lecture rooms with modem audio video, internet facilities.</li> <li>To ensure availability of class room to every course.</li> </ul>
B-2	Coordinator, Convocation	<ul style="list-style-type: none"> <li>To plan and coordinate to conduct of Convocation.</li> </ul>
B-3	Coordinator, Scholarships UG	<ul style="list-style-type: none"> <li>To coordinate between the State/Central Government on the issue of Scholarship.</li> <li>To devise mechanisms to increase the number of scholarships from external organizations.</li> <li>To create and announce scholarships for needy students.</li> <li>To coordinate along with Coordinator alumni for collection of funds for scholarships.</li> <li>To institutionalize and maintain existing scholarships from various industries.</li> <li>To coordinate between the UG coordinator of the departments on the issue of UG Scholarship.</li> </ul>
B-4	Coordinator, Scholarships PG	<ul style="list-style-type: none"> <li>To coordinate between the UG coordinator of the departments on the issue of PG Scholarship.</li> <li>To devise mechanisms to increase the number of scholarships from external funding agencies.</li> </ul>

<b>S. No.</b>	<b>Designation</b>	<b>Responsibilities</b>
<b>C</b>	<b>Dean (Students Welfare)</b>	As per Statutes and as assigned by the Director
<b>CA</b>	<b>Associate Dean (SW)</b>	As per Statutes and as assigned by DSW and the Director
<b>C-1</b>	<b>Coordinator, Cultural Activities and Creative Arts</b>	<ul style="list-style-type: none"> <li>• To plan and conduct cultural related activities within the framework of academic calendar.</li> <li>• To coordinate with other NITs and other technical institution for participation in cultural activities.</li> <li>• To coordinate the SPIC MACAY programmes and other performances.</li> <li>• To encourage students participation in creative Art Activities.</li> <li>• To broaden the width and breadth of the scope of working with Alumni of the institution.</li> <li>• To plan for establishment of additional Alumni Chapters in India and abroad.</li> <li>• To plan alumni meets within the country and abroad.</li> <li>• To interact with Alumni for seeking, suggestion and support for institutions development, Scholarships, financial support in the Brand Building exercise of the Institute.</li> <li>• To interact and coordinate activities for associate members of alumni association</li> <li>•</li> </ul>
<b>C-2</b>	<b>Coordinator, Medical Facilities</b>	<ul style="list-style-type: none"> <li>• To monitor the working of Health Centre and suggest measures for improvement in the present system.</li> <li>• To suggest mechanism for the speedy procurement of essential medicines.</li> <li>• Any other matter related with functioning of health centre in consultation with Medical Officer(s) of the institute.</li> <li>• To organize health camps for students, staff and faculty.</li> <li>• To plan for developing testing facilities in the institute as deemed necessary.</li> </ul>
<b>C-3</b>	<b>Coordinator, Sports</b>	<ul style="list-style-type: none"> <li>• To organize competitions and events related to games</li> <li>• To plan maintenance and new facilities for games.</li> <li>• Draw schedule in consultation with Captains of the Sports</li> <li>• To make transparent policy on selection of teams to be send for outside participation</li> <li>• To coordinate NSO activities.</li> </ul>
<b>C-4</b>	<b>Coordinator, NCC</b>	<ul style="list-style-type: none"> <li>• To coordinate NCC activities</li> </ul>
<b>C-5</b>	<b>Coordinator, NSS</b>	<ul style="list-style-type: none"> <li>• To coordinate NSS activities</li> </ul>

S. No.	Designation	Responsibilities
D	Dean (Faculty Welfare)	As per Statutes and as assigned by the Director
DA	Associate Dean (FW)	<ul style="list-style-type: none"> <li>As Assigned by DFW and/or the Director</li> <li>To facilitate recruitment of new faculty members,</li> <li>To facilitate implementation of new appraisal system</li> <li>To identify and plan training needs of internal faculty members.</li> </ul>
D-1	Coordinator, SC/ST/OBC/Persons with Disability (PWD) Development and Liaison Officer	<ul style="list-style-type: none"> <li>To be Liaison Officer of the Institute with other agencies for the said purpose.</li> <li>To ensure adherence to various orders and instruction pertaining to the reservation policy.</li> <li>To ensure that other admissible benefits to SC/ST/OBC/Persons with Disabilities (PWD) students reach to beneficiaries and counsel them.</li> <li>Plan and execute development programmes for the SC/ST students.</li> <li>To conduct annual inspection of the roaster maintained.</li> <li>To scrutinize properly all proposals for de-reservation and to clarify that these are inevitable and all steps prescribed as provided by rules have been taken in this regard.</li> <li>To report any case of negligence to the administration.</li> <li>To maintain liaison with other agencies for welfare of such categories.</li> <li>To coordinate with Coordinator Campus Development Maintenance and Execution for making all places PWD friendly.</li> </ul>
D-2	Coordinator, Faculty Development and Continuing Education (CEP Cell)	<ul style="list-style-type: none"> <li>To develop the Continuing Education Centre.</li> <li>To facilitate in organization of the conferences, seminars, summer/winter school, refresher courses.</li> <li>To facilitate Institute/Industry expert lectures etc.</li> <li>To plan training programmes, etc for Faculty, Staff and other professionals.</li> <li>To take steps for getting funding from external agencies.</li> </ul>
D-3	Coordinator, Raj Bhasha	<ul style="list-style-type: none"> <li>To provide all assistance in translating the documents into Hindi language</li> <li>To create material for Hindi version of Institute website.</li> <li>To promote Hindi as a RashtraBhasha</li> <li>To conduct awareness/training programmes for faculty/Staff/students to popularize Hindi.</li> </ul>

<b>S. No.</b>	<b>Designation</b>	<b>Responsibilities</b>
<b>E</b>	<b>Dean (Research and Consultancy)</b>	As per statutes and as assigned by the Director
<b>EA</b>	<b>Associate Dean (R&amp;C)</b>	As assigned by the Dean and the Director
<b>E-1</b>	<b>Coordinator, Video Conferencing and E-classrooms</b>	<ul style="list-style-type: none"> <li>• To plan and procure hardware and software for e-classrooms/virtual classrooms.</li> <li>• Maintenance of hardware and software</li> <li>• Training to potential users</li> <li>• To keep record of usage of such systems</li> </ul>
<b>E-2</b>	<b>Coordinator, Communication</b>	<ul style="list-style-type: none"> <li>• To maintain and upgrade the telephone service in all areas of campus</li> <li>• To decide criteria of usage of faculty, HoDs, Deans etc.</li> <li>• To procure latest hardware and software for effective communication system</li> </ul>
<b>E-3</b>	<b>Coordinator, Community Development Program</b>	<ul style="list-style-type: none"> <li>• To plan the community related initiatives with involvement of Students staff and their family members.</li> <li>• To supervise the proper conduction of planned programmes.</li> <li>• To monitor the progress of various projects of community and dissemination of technical know- how.</li> <li>• To suggest community related projects for final year students.</li> <li>• To get the feedback on community related programmes conducted.</li> <li>• To prepare documents on impact of such programmes.</li> </ul>
<b>E-4</b>	<b>Coordinator, Industry Institute Interaction and Sponsored Projects</b>	<ul style="list-style-type: none"> <li>• To take necessary measures for developing linkage with industries.</li> <li>• To facilitate to establish incubation centre's in the institutions.</li> <li>• To initiate measures for joint collaborative research with industries.</li> <li>• To get live projects from industries for UG and PG thesis work.</li> <li>• To motivate and facilitate faculty in writing project proposals.</li> <li>• To provide information to faculty about availability of Funds with various funding agencies.</li> <li>• To monitor the progress on spending of available funds.</li> <li>• To facilitate issue of Utilization Certificates for submission to Funding agencies.</li> </ul>
<b>E-5</b>	<b>Coordinator, Technical events</b>	<ul style="list-style-type: none"> <li>• To coordinate technical related activities within the frame work of academic calendar.</li> <li>• To coordinate with IITs, NITs and other higher learning institutions for organising activities.</li> <li>• To encourage students participation in technical Activities.</li> </ul>

H-1	<b>Professor, Training and Placement</b>	<ul style="list-style-type: none"> <li>• To facilitate placement of students within and outside India</li> <li>• To coordinate and organize practical training of students</li> <li>• To take necessary measures to establish linkages with industry</li> <li>• To organize career counselling sessions/programs</li> <li>• To initiate dialogue with industry for collaborative projects/research</li> </ul>
H-2	<b>Chairman E-Governance</b>	<ul style="list-style-type: none"> <li>• To plan and prepare roadmap for complete automation of the Institute</li> <li>• To implement ERP solution in the Institute</li> <li>• Coordination with different departments and sections for training of automation and e-governance systems.</li> </ul>
H-3	<b>Coordinator, National International Collaborations and Institute and Networking</b>	<ul style="list-style-type: none"> <li>• To coordinate with IITs, NITs and other higher learning institutions for joint extension activities.</li> <li>• To coordinate with the universities within and outside India for delivering the programmes jointly.</li> <li>• To plan and organize Faculty, Staff and Student exchange programmes</li> <li>• To plan joint research guidance and joint projects within and outside India.</li> <li>• To develop mechanisms for facility sharing.</li> </ul>
H-4	<b>Coordinator TEQIP</b>	<ul style="list-style-type: none"> <li>• To facilitate utilization of TEQIP grant to the institute</li> <li>• To plan and organize various activities under TEQIP</li> <li>• To ensure maintenance of accounts and activity reports</li> <li>• To coordinate with nodal agencies for this purpose</li> </ul>
H-5	<b>Chairman, Central Workshop</b>	<ul style="list-style-type: none"> <li>• To cater the workshop needs of the students as per requirement</li> <li>• To maintain the existing machines/infrastructure</li> <li>• To upgrade the old infrastructure</li> <li>• To add state of the art facilities.</li> </ul>
H-6	<b>Coordinator, Institute Annual Report</b>	<ul style="list-style-type: none"> <li>• To coordinate the activities related with preparation and printing of annual reports.</li> <li>• To ensure that the same reaches MHRD in time.</li> </ul>
H-7	<b>Chairman Institute Library</b>	<ul style="list-style-type: none"> <li>• To plan and advice on modernization of the institute library including development of E-Library/Digital Library.</li> <li>• To suggest measures to enhance the quality of resources materials in the library and create a better academic ambiance in the library.</li> <li>• To disseminate information on available resources and organize programmes on the use of education technology development, educational aids and use other learning resource materials.</li> <li>• Facilitates purchase of books, journals and magazines in consultant with HODs and Library committee.</li> <li>• To take measures for most effective utilization of the library resources.</li> <li>• To devise procedures for writing off the obsolete books/learning materials etc.</li> </ul>

<b>H-8</b>	<b>Coordinator, Security</b>	<ul style="list-style-type: none"> <li>• To advise on security matters of the institute and campus.</li> <li>• To maintain liaison with District Administration on security matters.</li> <li>• Take measures to make campus a safe place.</li> <li>• To advise on any other matters related to security issues.</li> <li>• To plan for on-line security of the campus.</li> </ul>
<b>H-9</b>	<b>Chief Warden</b>	<ul style="list-style-type: none"> <li>• To manage mess council and hostel management affairs</li> <li>• To recommend appointment of Warden/Astt. Wardens</li> <li>• To arrange upkeep and smooth functioning of hostels</li> <li>• To maintain security, law and order in the hostels</li> <li>• To manage allotment of hostel accommodation for students</li> </ul>
<b>H-10</b>	<b>Head, Central Computer Centre</b>	<ul style="list-style-type: none"> <li>• To establish the computer centre with state of art technology under guidance of ICT Mentor.</li> <li>• To maintain and update institute website</li> <li>• To facilitate services through web such as webmail, online registration etc.</li> <li>• To provide and update various general and special purpose software for all users on campus.</li> <li>• To maintain and upgrade hardware and software alongwith end point security.</li> <li>• To provide support for implementation of ERP System</li> <li>• To maintain record and documentation of hardware and software used in the institute.</li> </ul>
<b>H-11</b>	<b>Students Counsellor</b>	<ul style="list-style-type: none"> <li>• To frame policy for establishing student counselling as an effective mechanism of redressal of their problems.</li> <li>• To establish an effective student counselling cell in the institute and counsel the needy students.</li> <li>• To develop a support system for the needy students.</li> </ul>
<b>H-12</b>	<b>Institute Purchase Committee</b>	<ul style="list-style-type: none"> <li>• To recommend cases of purchase to the competent authority for approval</li> </ul>
<b>H-13</b>	<b>House Allotment Committee</b>	<ul style="list-style-type: none"> <li>• To allot Quarters/Amenities as per institute norms.</li> </ul>