GOVERANCE MANUAL

AUTONOMOUS BHAVAN'S COLLEGE, ANDHERI, MUMBAI 58

1. Governing Council:

1 Primary Responsibility:

The Governing Council is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional Vision and Mission is achieved. Governing council has the duty to adopt guidelines and take decisions necessary

- to enable the institution achieve and develop its mission and primary objectives for learning, teaching and research.
- Consider and approve the institutions " strategic plan, which should set out the academic aims and objectives of the institution and identify the financial, physical and Human Resource strategies necessary to achieve these objectives
- Depute at the institution level a team comprising the Head of Institution, Deans, Heads of Departments, various Section heads and senior faculty, to formulate a draft strategic plan.
- Establish and monitor proper, effective and efficient systems of control and accountability wrt to regulatory bodies

2. Finance:

- Ensure the financial soundness of the institution and safeguarding its assets
- Approve the annual operating plans and budgets which should reflect the institutions 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 risk management, control and internal governance systems and monitoring these through an audit committee
- Receiving and approving annual accounts (audited financial statements) and periodically monitor the capital and operating expenses to ensure that the finances of the institution is managed as per the approved plan and to approve genuine variations, if any.
- Appoint finance committee and auditors to carry out financial audit of the institution..

3. Procurement

- The Governing Council ensures that Adequate internal procurement policies and procedures are in place and Policies and procedures are consistently applied, and there is compliance with relevant rules and regulations
- 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.

- The procurement procedures are created as SOP

4. Monitoring institutional performance and quality assurance arrangements

- Create plans and approved key performance indicators (KPIs), which should be appropriately benchmarked, wherever possible and monitored periodically
- The Governing Council reviews comparative institutional performance with relevant¬ peer institutions with a process such as benchmarking. Based on the reviews, the Governing Council advises and guides the institution to¬ address the gaps if any.

5. Appoint and review performance of different managerial / administrative positions of the institution

- Governing Council is responsible to appoint the Dean (Academic), Dean (Research and Development), Dean (Planning and Development), Dean (Students welfare), Controller of Examinations, and any such senior positions requested by the Head of Institution.
- To establish Human Resources and Employment Policy
- To support collaborations between institution and academic partners, research establishments and industry of global/ national / local importance
- To institute scholarships, fellowships, studentships, medals, prizes and certificates
- To approve requests for new programmes of study leading to degrees and/or diplomas Governing Council considers and approves (on merit) the request of the institution to start a new programme of study leading to degree and/or diploma on the recommendation of the Academic Council.

6. Maintain Openness and Transparency in the Operations

- The Governing Council ensures the existence of a mechanism for providing relevant information to students, faculty, the general public, and potential employers of graduates on all aspects of institutional activity relating to academic performance, finance and management.
- The Governing Council publishes an annual report every year. This report includes academic, research, extracurricular and sports achievements of staff and students, and the financial statement of the college.
- The minutes of the Governing Council is made available on website of the college.

7. Regulatory Compliance:

- The Governing Council ensures the compliance with statutes, ordinances and provisions regulating the institution, such as NAAC, UGC, State Government and affiliating university; and, subject to these, take all final decisions on matters of fundamental concern to the institution.

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

B. Roles and Responsibilities:

(a) Chairman:

- The Chairman is responsible for the leadership of the Governing Council and ultimately to the stakeholders for its effectiveness.
- He ensure that its members work together effectively, exercises collective responsibility and have confidence in the procedures laid down for the conduct of business.
- The Chairman ensures that any conflict of interest is identified, and managed appropriately
- The Chairman is responsible for ensuring that the Governing Council exercises efficient and effective use of the resources of the institution for the furtherance of its purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control.
- The Chairman is responsible for ensuring that the Governing Council exercises control over the strategic direction of the institution, through an effective planning process, and that the performance of the institution is adequately assessed against the objectives, which the Governing Council has approved

(b) Members:

- 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

(c) Head of the Institution :

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

C. Delegation of Powers:

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

- 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.
- Governing Council can delegate some of its powers and to allocate some of its work to head of Institution which are of routine nature like applying for approval to regulatory bodies, declaration of provisional results etc apart from managerial and development work of the institution
- Delegation to other functionaries Appointment of some of the functionaries like Deans may be approved (on merit) by the Governing Council as per the recommendation of the Head of institution, so as to help the head of institution to implement the decisions of the Governing Council.

D. Frequency, Processes and rules for conduct of Governing Council meetings

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

The following process will be followed for the conduct of Governing Council meeting.

- In consultation with the Chairman of Governing Council the date, time, venue and agenda for the Governing Council meeting is fixed by the Principal of the institution who is also the Member Secretary of the Governing Council.
- The meeting notice to attend the meeting along with agenda for the meeting is sent to all members and invitees by the Member Secretary of the Governing Council at least one week earlier to the date of the meeting.
- Pre-agenda notes are sent to all members by the Member Secretary of the Governing Council so as to reach earlier to the meeting. This contains the minutes of the earlier Governing Council meeting, the action taken report on the resolutions of the earlier Governing Council 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) is made available to all members by the Member Secretary of the Governing Council.
- Any other matter worth discussing may also be included by the permission of the Chairman at the time of the meeting by any of the member.
- The proceedings is prepared by Member Secretary of the Governing Council is circulated to all the members and the minutes of the meeting is finalized.
- The minutes of the Governing Council is made available on web-site of the college except for the content which is related to personal information, not open to discussion by the whole Governing Council, some commercially sensitive material and as felt confidential by the Governing Council and declared as „Reserved".

2. Boards of Studies (BOS):

 Structure & Functions: Each Board of studies consists of the following:

Head of the Department concerned	Chairperson	1
At least five faculty members at different cadre covering different specializations to be nominated by the Academic Council -one of the five to function as member-secretary	Members	5
Two experts in the subject from outside the college, to be nominated by the Academic Council	Members	2
One expert from outside the college, to be nominated by the Vice Chancellor from a panel of six recommended by the Principal	Member	1
One representative from Industry / corporate sector allied area relating to placement to be nominated by the Academic Council	Member	1
One postgraduate meritorious Alumnus to be nominated by the Principal	Member	1
	Total	11

- The Chairperson, Board of studies, may with the approval of the Principal of the College, co – opt as members:
    ➢ Additional Experts from outside the college whenever special courses of studies are to be formulated.
    ➢ Other members of staff.
- The governing body of the college, in consultation with the Academic Council, has the power to constitute such number of Boards of studies as it deems fit keeping in view the types of courses / subjects offered

Term of Members: The term of the nominated members is three academic years.

Meetings: The meetings is scheduled as and when necessary, but at least once a semester.

Functions:

- To consider the recommendations of the GC on matters relating to Under-graduate Programme and to make suitable recommendations to the Academic Council.
- To approve curriculum framed/ revised by the members   for the undergraduate courses
- To ensure that all norms and regulations pertaining to undergraduate programme of study are implemented during curriculum revision
- To make periodic review of these Regulations pertaining to undergraduate Programme and to recommend to the Academic Council any modifications
- To review the academic performances and make suitable recommendations to the Academic Council regarding declaration of results, award of degree etc.

- To recommend to the Academic Council, the award of stipends, scholarships, medals and prizes etc.,
- To draw up general time table for the undergraduate course and finalize the UG and PG program
- To constitute a sub-committee for monitoring the implementation of the academic curriculum provided by the BOS and to provide guidance in curriculum assessment, evaluation process.
- To conduct at least one meeting each semester and send the Resolutions to the Chairman of the Academic Council, and also to maintain a record of the same in the office of the Dean.
- Any appropriate responsibility or function assigned by the AC/GC or the Chairman of the AC/GC.

3. Academic Council

Academic council ensures quality in academic activities such as design & framing curriculum, proper evaluation system etc.

Constitution: The Academic Council shall consist of the following :

Sr. No	Member	Designation
1	The Principal of the College	Chairperson
2	All the Heads of Departments in the College	Members
3	Four teachers of the college representing different levels of teaching staff by rotation on the basis of seniority of service in the college to be nominated by the Principal	Members
4	Not less than four experts from outside the college representing such areas as industry, R&D labs, Technical education, to be nominated by the governing Body	Members
5	Three Nominees of the University	Members
6	A faculty member nominated by the Principal	Member Secretary

In the absence of the Principal at any meeting of the Academic Council, the senior vice principal is the Chairperson of the Academic Council for that meeting

Term of Members: The term of the nominated members is three years.

Meetings:

- The Member Secretary shall, with the approval of the Principal convene the meetings of the Academic Council at least once in a year and on such other occasions as may be necessary.
- He /She shall with the approval of the Principal prepare the agenda for the meeting.
- One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Functions: Without prejudice to the generality of functions mentioned, the Academic Council shall have powers to:

1. Scrutinize and approve the proposals. with or without modifications, of the Boards of Studies with regard to courses of study, academic regulations, curricula, scheme syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto.

2. If the Academic Council
   If the academic council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

2. Adopt the Regulations regarding the admission of students consistent with the university/ Government norms to different programmes of study in the College

3. Frame Regulations consistent with the University norms for the conduct of examinations and initiate measures for improving the quality of teaching, students evaluation and student advisory system in the College.

4. Approve the list of successful candidates for conferment of Degrees, Diplomas or Certificates by the University.

5. Make regulations for sports, extra-curricular activities and proper maintenance and functioning of playgrounds and hostels.

6. Recommend to the Governing Body the proposals for institution of new programmes of study at the College.

7. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for award of the same.

8. Advise the Governing Body on suggestions pertaining to academic affairs,

9. Encourage the faculty members to undertake Sponsored Research, Industrial Consultancy, Continuing Education and related activities and

10. Perform such other functions as may be assigned to it by the Governing Body

The Board of Governors shall oversee the functionalities of all the above said bodies.

 ⬚ The Board of Studies and the Academic Council which are the important academic bodies for curriculum design and development have representations from Academics from Premier educational institutes, Industry and R&D Organizations.

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 ⬚ The relevant feedback from stakeholders helps the institute to fill the gaps in the curricula.

 ⬚ Every department has MOUs/Tie Ups with well known industries in their respective fields the Faculty are interacting with these industries to upgrade the syllabi and also to introduce new courses which are very relevant to current industrial needs.

 ⬚ Faculty are interacting with Subject Experts from premier institutions like IISc, IITs, NITs, DRDO Labs, NAL, ISRO etc. while revising the curriculum.

4. Principal / Head of the Institution

- The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The principal who is the member secretary of the governing body takes steps for implementations of the Governing Council decisions, through the HODs and members of several committees.
- The Head of the Institution is accountable to the governing body, which reviews the functioning and growth of the institution in relation to the authority delegated to him/her having regard to these that are conferred directly by the instruments of governance.
- Head of the institution has the following responsibilities:

    ➢ Policy planning and providing academic and administrative leadership
    ➢ Academic and administrative management of the institution
    ➢ Monitoring and Evaluation of academic and research activities
    ➢ Promotion of industry-institution interaction and R&D activities
    ➢ Participation in policy planning at the regional/National level for development of technical education
    ➢ Managing the Internal Quality of the Institution
    ➢ Teaching –learning and Evaluation Process
    ➢ Student and stakeholders" satisfaction
    ➢ Publish Annual Reports

SUPPORT STRUCTURE

- To ensure smooth functioning of operational and academic activities the Head of Institution is supported by vice principal , different Deans and Sections,

such as the Examination Section, Maintenance Section, Research and Development Cell and others.

- At the institution level, an Internal Quality Assurance Cell (IQAC) and Research Committee shall exist.
- The IQAC plays a leadership role at the institution level and help the Head of Institution to plan implement and monitor the academic and day-to-day administrative activities and also new initiatives.
- The Research Committee shall help to plan and implement the research activities and Sponsored research Projects.

5. Dean (Academic) :Role and Responsibility:

- **The Dean (Academic)**
    - Assists the Principal in finalization of prospectus, syllabi, academic calendar, registration, examination and classroom arrangement for proper teaching.
    - Assists the Principal in conducting the mid semester, end semester or any other component of examinations.
    - Responsible for maintenance of up-to-date academic records of students.

- **Academic committee**:
    - Assists the Principal in the organization of academic committee meetings and all matters related with it.
    - Assists and provide any necessary liaison with the affiliating university and other academic organizations.
    - Assists the Principal for issue of certificates/medals/scholarships and prizes to students as per norms.
    - Assists the Principal in the formulation of new courses.
    - Any other work/duties assigned to him/her

6. Controller of Examinations:

A senior academician is appointed as Controller of Examinations. The Controller of examinations has the role and responsibility of overseeing and supervising the whole examination process which is conducted through automated and dedicated software.

It includes

- Registration of the students at the beginning of the Semester
- Entry of components of CIA such as midterm tests, assignment and surprise tests.
- Entry of Attendance in the test
- Generation of interim reports regarding the performance of the students

- ⬚ Generating list of eligible students

- ⬚ Generation of Admit cards

- ⬚ Entry of SEE marks

- ⬚ Processing Results and report generation.

- ⬚ Printing of Grade cards

- ⬚ Generation of Statistics

- ⬚ Provision for Re-valuation/Re-totalling/Getting photocopy of the answer booklets

7. Head of the Department :

Role and Responsibility:

- In charge of overall Academic and administrative management of the department
- Providing leadership in both postgraduate and undergraduate courses in relevant of specialization
- field Teaching, Research and research guidance and Consultancy services
- Policy planning, Monitoring and Evaluation and Promotional activities both at departmental and institutional level
- Participating in Curriculum development and developing resource materials
- Design and development of new programmes and innovation in teaching methodologies
- Continuing education activities
- Interaction with industry and society
- Students" counselling, grievance Redressal, mentoring and student parent interaction
- Administration both at Departmental and institutional levels
- House keeping
- Ensure Student and stakeholders" satisfaction.
- Getting feedback from the stakeholders and taking corrective follow up actions. Supervision and implementation of Support services available

8. Internal Quality Assurance Cell:

- o Internal Quality Assurance Cell (IQAC) is responsible for overseeing the activities of various departments to review and improve the quality of teaching and learning processes.
- o Every semester audit committee of the IQAC visits the departments to verify the teaching methodology, lesson plan, work done statement, CIE question papers and attendance register periodically
- o Academic audit is done by the IQAC committee to evaluate the teaching learning process and to give feedback/suggestions