

CHAPTER-II: Authorities of the Institute and their Powers and Functions

STATUTORY COMMITTEES

To ensure proper Governance of the Institute and to provide smooth functioning of proper management, academic & general administrative affairs, Four Statutory Bodies have been constituted. They are – (i) Governing Body, (ii) The Academic Council, (iii) The Board of Studies and (iv) The Finance Committee. Details are as follows:

2.1 Governing Body

The Management of the Institute shall be vested in the Governing Body which is the plenary and ultimate decision making Authority of the Institute. The members are luminaries from the engineering field, industrialist, high profile academicians, experienced administrators and management professionals.

2.1.1 Composition

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
2 Members	Faculty members of the College	Nominated by the Principal based on seniority by rotation
1 Members	Educationist or industrialist	Nominated by the management
1 Members	UGC Nominee	Nominated by the UGC
1 Members	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Members	University Nominee	Nominated by the University
1 Members	Principal of College	Ex-Officio

2.1.2 Term

The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

2.1.3 Meetings

Meetings of the Governing Body shall be held at least twice a year.

2.1.4 Functions of the Governing Body

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- (i) Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- (ii) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- (iii) Approve new programmes of study leading to degrees and/or diplomas.
- (iv) All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- (v) To approve annual budget of the college before submitting the same at the UGC.
- (vi) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

2.2 Academic Council

The Academic Council is the main Academic Authority of the Institute. It manages the academic affairs of the Institute and functions under the direct control and supervision of the Governing Body.

2.2.1 Composition

- (i) The Principal (Chairman)
- (ii) All the Heads of Departments in the college
- (iii) Four faculty members of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- (iv) Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
- (v) Three nominees of the university not less than Professors.
- (vi) A faculty member nominated by the Principal (Member Secretary).

2.2.2 Term

The term of the nominated members shall be three years.

2.2.3 Meetings

Academic Council shall meet at least twice a year.

2.2.4 Functions of the Academic Council:

The Academic Council shall have powers to:

- (i) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it 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.
- (ii) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.

- (iii) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (iv) Recommend to the Governing Body proposals for institution of new programmes of study.
- (v) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (vi) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (vii) Perform such other functions as may be assigned by the Governing Body.

2.3 Board of Studies

The Board of Studies is an academic wing of the Institute and functions under the direct control and supervision of the Academic Council of the Institute.

2.3.1 Composition

- (i) Head of the Department concerned (Chairman).
- (ii) The entire faculty of each specialization.
- (iii) Two subject experts from outside the Parent University to be nominated by the Academic Council.
- (iv) One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
- (v) One representative from industry/corporate sector/allied area relating to placement.
- (vi) One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - i. Experts from outside the college whenever special courses of studies are to be formulated.
 - ii. Other members of staff of the same faculty.

2.3.2 Term

The term of the nominated members shall be three years.

2.3.3 Meetings

The board of studies Council shall meet at least twice a year.

2.3.4 Functions of the Board of Studies

The Board of Studies of a Department in the Institute shall:

- (i) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (ii) suggest methodologies for innovative teaching and evaluation techniques;
- (iii) suggest panel of names to the Academic Council for appointment of examiners; and
- (iv) coordinate research, teaching, extension and other academic activities in the department/college.

2.4 Finance Committee

There shall be a Finance Committee, a Statutory Body.

2.4.1 Composition of Finance Committee:

- (i) The Principal (Chairman).
- (ii) One person to be nominated by the Governing Body of the college for a period of two years.
- (iii) Finance Officer of the affiliating University
- (iv) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

2.4.2 Term

Term of the Finance Committee shall be three years.

2.4.3 Meetings

The Finance Committee shall meet at least twice a year

2.4.4 Functions of the Board of Studies

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (i) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (ii) Audited accounts for the above.

NON-STATUTORY COMMITTEES

Eight Non-Statutory Committees have been formed for integration of all-round institutional development, nurturing the academic ambience, improving the overall Teaching-Learning process and as a whole to maintain discipline in the Institute. They are (i) Planning and Evaluation Committee, (ii) Grievance Redressal Committee (other than sexual harassment), (iii) Disciplinary Committee, (iv) Admission Committee, (v) Library Committee, (vi) Student Welfare Committee, (vii) Internal Complaints Committee (against sexual harassment), (viii) Academic Audit Committee. Other bodies will be constituted as and when required.

2.5 Planning and Evaluation Committee

Planning and Evaluation Committee shall be the principal planning body of the Institute and shall be responsible for monitoring of its development and preparing the Road Map. Recommendations of the Planning and Evaluation Committee shall be placed before the Governing Body for consideration and approval. Proposals relating to academic matters shall be processed through the Academic Council.

2.5.1 Composition

Sl.No.	Designation	Category
01	Chairman	Chairman, GB
02	Member	CEO, MCKV group
03	Member	Principal
04	Member	Registrar
05	Member	Dean (Research), Dean (Student Affairs)
06	Member	All HoDs
07	Member Secretary	Dean (Academic)

2.5.2 Meetings

Planning and Evaluation Committees shall meet at least twice a year.

2.5.3 Functions of Planning and Evaluation Committee

- (i) To review the academic and other related activities of the Institute.
- (ii) To review the students and faculty development programmes.
- (iii) To visualize and formulate perspective plans for the development and growth of the Institute.
- (iv) To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
- (v) To draw new schemes of development for the Institute.
- (vi) To plan for resource mobilization through industry interaction, consultancy and extra-mural funding.
- (vii) To promote research and extension activities in the Institute campus.
- (viii) To promote teaching innovations and student placement programmes.
- (ix) To plan for sustaining the quality of education, quality improvement and accreditation of the Institute.

- (x) To recommend schemes to promote participation of academic departments in community development activities in the region.
- (xi) To consider such other activities for furtherance of academic excellence.

2.6 Grievance Redressal Committee (other than sexual harassment)

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of the service, harassment (other than sexual) and interpersonal co-ordination, shall be redressed through the Grievance Redressal Committee having the following composition:

2.6.1 Composition

Sl.No.	Designation	Category
01	Chairman	Principal
02	Member	Dean (Academic)
03	Member	All HODs
03	Member	Hostel Wardens/ Care Takers
05	Member Secretary	Registrar

2.6.2 Meetings

The Committee shall hold meeting periodically and take steps to redress grievances.

2.6.3 Functions of Grievance Redressal Committee

- (i) For redressal of grievances of the Institute and to hear and settle grievances as far as may be practicable within three months. The Committee shall report to the Governing Body for further action, if any.
- (ii) It shall be lawful for the Committee to entertain and consider grievances and complaints and report to the Governing Body to take such actions as it deems fit and the decision of the Governing Body on such report shall be final.
- (iii) The teaching/non-teaching staff of the Institute shall have to submit his/her complaint in a prescribed Form along with necessary documents in support of his/her complaint or grievance. The concerned staff shall have to apply individually and represent his/her case before the Grievance Redressal Committee. No proxy will be allowed to represent his/her case.
- (iv) The Committee shall give its recommendation within a period of 3 months.

2.7 Disciplinary Committee

The Disciplinary Committee ensures that students in Institute are law abiding, orderly and peaceful in the pursuit of educational objectives/goals in the community. The need for discipline in the Institute necessitates the setting up of Disciplinary Committee. The Principal has overall responsibility for maintaining discipline and good order in the Institute, but some disciplinary matters are delegated by the Principal to be dealt with by the Disciplinary Committee. Discipline is training that produces orderliness, obedience and self-control. Discipline refers to a systematic and methodic way of doing what ought to be

done at the proper time with full faith conscience and compulsion. Such wholehearted self-application to work incorporating discipline, duly and devotion is absolutely essential in all fields or activity. Discipline ensures not only good actions but living in harmony with others.

The Committee discourages student indiscipline and ensures that a leaser-free environment is maintained in the Institute.

2.7.1 Composition

Sl.No.	Designation	Category
01	Chairman	Principal
02	Member	All Deans
03	Member	One Senior Faculty-Coordinator from each department Nominated by the concerned HOD
04	Member Secretary	Registrar

2.7.2 Term

The term of the nominated members shall be three years.

2.7.3 Meetings

The Committee holds meeting at least two times in an academic year and also when the need arises.

2.7.4 Functions

- (i) To serve as model in terms of character training and behavior for students.
- (ii) To assist the students in conforming with Institute rules and regulations.
- (iii) To help students develop self-discipline/internal discipline.
- (iv) To formulate Institute Rules and Regulations for the students to obey.
- (v) To promote and encourage good behaviours among teachers and students.
- (vi) To collect the facts of all complaints as reported to.
- (vii) To determine, if a complaint for merit.
- (viii) To conduct all disciplinary hearings.
- (ix) To facilitate an amicable resolution to a complaint where possible.
- (x) To administer punishment commensurate with offence committed by an student.
- (xi) To liaise with Institute and the law enforcement agents in case of difficult student.
- (xii) To make a decision on a complaint after the completion of disciplinary proceedings.
- (xiii) To ensure peaceful co-existence among and between teachers and students respectively thereby creating a conducive Institute environment.

2.7.5 Discipline in general

Disciplinary action shall be taken against a student if he/she is found to be involved in any of the following acts.

- (i) Misbehavior
- (ii) Gambling

- (iii) Stealing
- (iv) Misconduct in the Institute premises or in place recognized as Institute property or site
- (v) Consumption of Drugs or of alcohol
- (vi) Processing fire-arms etc.
- (vii) Moral turpitude
- (viii) Use of Institute premises for any purposes other than for which it is meant without the permission of the concerned Authority.
- (ix) Breach of any standing rules of the Institute.
- (x) Any other causes/acts which may lower prestige of the Institute.
- (xi) Organizing meeting by students inside the campus or assisting outsiders to organize meeting inside the campus without permission of the appropriate Authority.
- (xii) Ragging in any form inside or outside the Institute campus.
- (xiii) Any other acts of indiscipline as considered by the appropriate Authority.

2.7.6 Discipline in classroom/department

- (i) The Head of the Department/ Centre and the teacher(s) shall report to the Principal of the Institute matters of breach of discipline which have come to his/her notice/knowledge and of the actions taken by him/her in this regard.
- (ii) Where a Warden or the Head of the Department/Centre is of the view that a punishment which is heavier than he/she is competent to impose is necessary, he/she shall report the case to the Principal of the Institute with his recommendations in writing and the Principal may take appropriate action as deemed necessary or place the matter before the Disciplinary Committee.

2.7.7 Discipline in Examination

The students must follow strictly the discipline in examination as described in Section 5.12 & 5.14.

2.7.8 Punishment

Student must follow strictly the discipline as described above. Violation of any clause by any student will be subjected to the following punishment:

Sl.No	Acts	Punishment
i	Misbehavior with employees of the Institute.	Stern warning and a fine of Rs.2500/- .
ii	Gambling inside the Campus	Stern warning for at least one semester and fine of Rs.2500/-
iii	Misbehavior or misconduct inside the Institute	Stern warning and fine of Rs.2500/- or more.
iv	Stealing any items from the campus	Conduct probation and rustication for at least one semester and a fine of Rs.2500/-

v	Drinking of alcoholic liquor, intoxication and drug addiction	Conduct probation and rustication from Hostels and Institute for at least two consecutive semesters and a fine of Rs.10, 000/-.
vi	Breach of any standing rules of the Institute	Stern warning, conduct probation/fine of Rs.2500/- or more. Depending on the nature of indiscipline, the fine may be enhanced (more than Rs.5000/-).
vii	Use of Institute premises for any purpose, other than for which it is meant without the permission of the concerned Authority.	Stern warning with conduct probation for two semesters/fine or more than Rs.5000/-
viii	Organising meeting by students or assisting outsiders to organize meeting inside the campus without the permission of the appropriate Authority	Conduct probation for a period of two consecutive semesters with a stern warning/fine of Rs.5000/-or more.
ix	Student not obeying the instructions given by the Disciplinary Committee	Rustication from the Institute and Hostel for two semesters and fine of Rs. 10,000/-.
x	Any fight inside the Campus among students	Stern warning with conduct probation for two semesters/fine or more than Rs.10000/-
xi	Disruption of normal Institute activities, including closing of Institute main gate, disturbing the examination activities.	Stern warning with conduct probation for two semesters/fine or more than Rs.50000/-
xii	Any other act of indiscipline as considered by the appropriate Authority	The matter may be placed before the Principal for appropriate action.

Note:

- (i) Any student against whom a charge of misconduct has been made may be suspended from the roll of the Institute by the Principal, pending enquiry or pending trial on a cognizable offence by a Court of Law.
- (ii) No penalty, provided in this section shall be imposed without giving the student a reasonable opportunity of being heard.

2.7.9 Appeal

An appeal against the order of punishment by the Disciplinary Committee shall lie to the Chairman of the Governing Body.

2.8 Admission Committee

The Admissions Committee is responsible for conduct of the student admissions process in the UG and PG programs as per guidelines of the approval authorities.

2.8.1 Composition

Sl.No.	Designation	Category
01	Chairman	Principal
02	Member	All Deans
03	Member	One Faculty from each department Nominated by the concerned HOD
04	Member Secretary	Registrar

2.8.2 Term

The term of the nominated members shall be one year.

2.8.3 Meetings

The Admission Committee may meet at any time as necessary.

2.8.4 Functions of Admission Committee

- (i) To formulate the general policy of admission in consistent with the admission rules of the Government.
- (ii) To prepare and publish the admission brochures, leaflet and admission form.
- (iii) To update the Institute website as per admission requirement and help the digital marketing team.

2.9 Library Committee

Library Committee is a body consisting of certain personnels who will supervise and advise the Librarian in library matter. It has been recognized as the essential agency which is needed for the governance of the Library since the Committee can devote more time to think of proper development of library service in a better way. The main function is to select and acquire sufficient reading materials for its readers. Keeping the users requirements, the Library Committee should advise for collection of good and worthwhile documents.

2.9.1 Composition

Sl.No.	Designation	Category
01	Chairman	Nominated by the Principal
02	Member	All Deans
03	Member	One Faculty Nominated by HOD of all departments
04	Member	Two Library Staff Nominated by the Principal
05	Member Secretary	Librarian

2.9.2 Term

The term of the nominated members shall be three years.

2.9.3 Meetings

The Library Committee shall meet at least twice a year.

2.9.4 Functions of Library Committee

- (i) To guide the Librarian in formulating general library policies and regulations which govern the functions of the Library.
- (ii) To work towards modernization and improvement of the Library and documentation Services.
- (iii) To formulate policies and procedures for efficient use of Library resources.
- (iv) To adopt measures to enhance readership.
- (v) To prepare budget and proposals for the development of the Library.
- (vi) To recommend to the Authorities the fees and other charges for the use of the Library.
- (vii) To seek feedback on library functions from readers.
- (viii) To look after the proper management and use of the Library & all the departmental Library including services to be rendered to the readers.
- (ix) To look after the proper furnishing of the Library.
- (x) To allocate funds to different Departmental Libraries.
- (xi) To submit the annual report on the functioning of the Library.
- (xii) To scrutinize the indents for books received from various departments and other sources and approves them finally for orders.
- (xiii) To add, amend or delete any rules prescribed for the use of the library services by the readers.

2.10 Student Welfare Committee

The objective of Student Welfare Committee shall be to set out clearly the standard of services and policies of the Institute regarding the overall development of the students.

2.10.1 Composition

Sl.No.	Designation	Category
01	Chairman	Principal
02	Member	Dean (Academic)
03	Member	Registrar
04	Member	One Senior Faculty from each department Nominated by the Principal
05	Member	All Hostel Wardens/ Care Takers
06	Member	Six Students from 2 nd , 3 rd & 4 th Year including atleast Two Female Students
07	Member Secretary	Dean (Student Affairs)

2.10.2 Term

The term of the nominated members shall be three years.

2.10.3 Meetings

The Student Welfare Committee shall meet at least twice a year.

2.10.4 Functions of Student Welfare Committee

The Committee shall be competent to:

- (i) Formulate and make recommendations on matters of policy concerning all aspects of student welfare
- (ii) Implement the policy of the Institute in respect of welfare of students
- (iii) Make recommendations to the Governing Body on all matters relating to discipline amongst students
- (iv) Provide for the promotion of health and welfare of students and to exercise such supervision and control as will secure their well being
- (v) Advise the Governing Body on all matters relating to financial assistance to students
- (vi) Frame and amend rules for Hostels exercise supervision of all activities of the Students' Council
- (vii) Provide guidance to students regarding avenues of higher education and opportunities for employment
- (viii) Advise on such other matter as may be referred to it by any competent authority of the Institute.

2.11 Internal Complaints Committee (against sexual harassment)

The Institute is committed to creating and maintaining a community in which faculty members, non-teaching staff and students can work together in an environment free of violence, harassment, exploitation, intimidation and stress. This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender or amongst the same sex members. Every member of the Institute must be aware that while the Institute is committed to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

Keeping the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" in view, the Institute has constituted a Committee against sexual harassment headed by a woman.

2.11.1 Composition

Sl.No.	Designation	Category
01	Chairperson	Senior Faculty (Female)
02	Member	Four Senior Faculty (at least one female) nominated by the Principal
03	Member	A lady representing administration
04	Member	A lady NGO representative

2.11.2 Power and Functions

A policy against sexual harassment, as defined under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2.12 Academic Audit Committee

To act as an independent committee in order to audit all Institute mechanisms and processes that contributes to the quality of the student learning experience and the standard of awards.

2.12.1 Composition

Sl.No.	Designation	Category
01	Chairman	Principal
02	Member	All Deans
03	Member	Registrar
04	Member Secretary	Coordinator, IQAC

2.12.2 Meetings

The Academic Audit Committee shall meet at least twice a year.

2.12.3 Functions of Academic Audit Committee

- To formulate the general policy of Academic Audit.
- To draw up and undertake an annual schedule of audit activity
- To recommend to Chairman, Governing Body the names of suitable persons for appointment of External Auditor.
- On the basis of these audit reports, to make recommendations to Planning and Evaluation Committee and to other committees as appropriate.
- To report annually to Governing Body and more frequently if major areas of concern are identified.

NOTE:

- $\frac{1}{2}$ members including the Chairman of the meeting shall constitute a quorum for any meeting.
- Any resolution except such as may be placed before the meetings, maybe adopted by circulation among all its members and any resolution so circulated and adopted by a majority of $\frac{3}{5}$ th of the members who have approved such resolution shall be as valid and effectual as if such resolution had been passed in a meeting duly convened and held.
- The Chairman of any committee may co-opt other additional members, if required.