

**M. S. P. Mandal's
Deogiri College, Chhatrapati Sambhajinagar
Autonomous Institute**

**Governance Regulations
2024-25**

1. Preface:

The guidelines published in this document are for the Governance of Marathwada Shikshan Prasarak Mandal's Deogiri College, Chhatrapati Sambhajanagar, Maharashtra. The document is based on the following:

- a) The University Grants Commission, New Delhi, India guidelines for autonomous colleges.
- b) The affiliating university, Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajanagar guidelines for autonomous institutes.
- c) By laws of Marathwada Shikshan Prasarak Mandal, Chhatrapati Sambhajanagar Maharashtra

The **Governance regulations** have been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of all stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure, and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration. The implementation of the guidelines presented in the governance document may lead to the following benefits:

The Governance document reflects the best practices of governance that result in benefits to all the stakeholders:

- Defining of rules, regulations and roles of different bodies functioning in the institute.
- Dissemination of relevant information for effective governance
- Strong leadership and management skills at all levels
- Transparency with integrity at all levels
- Good support systems for students' progression
- Robust and transparent financial systems with internal and external audits
- Process to meet the requirements of quality accreditation.
- Students participation at various levels
- Process for feedback from stakeholders and follow up actions.
- Promotion of faculty and staff development programmes
- Process to get sponsored research projects/consultancy services and its execution involving UG/PG/Research students and faculty members.

- To set up and strengthen student support systems, effective training & placement, more emphasis on internship & On-the-Job Training (OJT), and facilitations for development of entrepreneurship eco-system by providing incubation and mentoring support.
- To place improved systems for feedback, self-appraisal of faculty and staff.

The document provides information on organization of the institute and its organization structure, functions, and responsibilities of all four statutory bodies namely Governing Body (GB), Academic Council (AC), Board of Studies (BOS) and Finance Committee (FC) and the statutory committees as per the UGC guidelines for autonomous institutes. In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-statutory committees formed for the smooth and effective functioning of the institute.

The Governance Document can be appended subject to approval of Governing Body and if any ambiguity occurs in the process, the Affiliating University/MSPM guidelines will be followed:

2. Preamble:

- I. The regulations stated herein below shall be called the Marathwada Shikshan Prasarak Mandal's Deogiri College "Governance Guidelines Document".
- II. These regulations shall be in force from the academic year 2024-2025 from the date of approval by the Governing Body of the institute.
- III. In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the Governing Body and its decision shall be final.
- IV. The Governing Body shall have the authority to modify, amend and repeal any of the provisions of these regulations.

3. Definitions:

In this document, unless there is anything repugnant to the subject or context.

- I. "Institute" means "Deogiri College, Chhatrapati Sambhajanagar" (DCS), Chhatrapati Sambhajanagar, Maharashtra.
- II. "Student" means a candidate who has been enrolled for programs in the institute at UG/PG/Research degree level as per the guidelines stipulated from time to time by the Government of Maharashtra for admissions into various courses of study and the affiliating university, Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajanagar, and the courses introduced by the institute.
- III. "Government" means the Government of Maharashtra
- IV. "Governing Body" means the members of Governing Body constituted as per the guidelines of UGC/MSPM.
- V. "Academic Council" means the Academic council of the institute constituted as per the guidelines of UGC/MSPM.
- VI. "Board of Studies" means Board of Studies constituted in each department as per the guidelines of UGC/ MSPM.
- VII. "Finance Committee" means the committee constituted as per the guidelines of UGC/ MSPM to investigate financial aspects of the institution.
- VIII. "President" means the President of Marathwada Shikshan Prasarak Mandal, Chhatrapati Sambhajanagar.
- IX. "Secretary" means the Secretary of Marathwada Shikshan Prasarak Mandal, Chhatrapati Sambhajanagar.
- X. "Principal" means the Head of the institute.
- XI. "Head of the Department" means the Head of an Academic Department of the institute.
- XII. "Faculty member" means the teacher (Professor/Associate Professor/Assistant Professor) working on regular, CHB or Fix Pay basis in any of the Academic Departments of the institute.

4. Institution:

Marathwada Shikshan Prasarak Mandal: The Parent Trust

The Marathwada region was under the influence of the Nizam of Hyderabad and the people were ignored. Later on, in accordance with the linguistic policies, Maharashtra was separated and in 1959, the Marathwada Shikshan Prasarak Mandal was established at Chhatrapati Sambhajnagar, the central place of the Marathwada, which was possible due to the dedicated involvement of visionaries like Hon. Shri Vinayakrao Patil and Hon. Shri Dadabasaheb Sawant.

The base of the establishment of the trust was and still the same, is to provide knowledge to the poor and ignorant. The proverb " तमसो मा ज्योतिर्गमय ", "Let us all proceed from darkness to light", is the foundation of the institution. Following the motto and its mission, the foundation lead the path of progress for the society in the Marathwada region with numerous colleges, schools and various types of career oriented courses offered in them.

The parent institution believes that quality education for excellence enhances students for better employment opportunities and overall personality development. Our efforts to offer such education to the students hailing from rural area mainly adhere to the vision of Mr. Yashwantrao Chavan, the architect of modern Maharashtra. It is with the same intention Mr. Vinayakrao Patil & Mr. Dadasaheb Sawant, accompanied by their like-minded colleagues, founded Marathwada Shikshan Prasarak Mandal in 1959. Since the inception, it has been successful in offering educational services to the socially and economically backward classes.

Right from the foundation, the Mandal, keeping the track of various social, political, economic, environmental and educational changes, keenly looked into strengthening the whole knowledge imparting system with appropriate training and skill enhancement. It resulted in bifocal culminations i.e. ever increasing the quality performance of students and teachers. The endeavour encompasses more than one lakh learners and about four thousand employees of the institution. It has resulted in promising fruits in the form of outstanding achievements of students and teachers in research, rankers in university examinations, sports & games, cultural activities, research, consultancy and extension activities.

The Mandal expanded its network in 5 districts with its 136 branches. For imparting quality education utmost care is taken to appoint highly qualified and committed faculty and to provide state-of-the-art infrastructural facilities in all branches. The buildings and campuses of all colleges and schools bear the testimony to this assertion. With changing scenario in different levels of education i.e. Primary, Secondary, Higher Secondary, and Higher Education, the Mandal equipped all its components to meet the demand of the time. Its colleges along with primary schools are ISO certified. M.S.P. Mandal's senior colleges are always at the forefront as far as the quality assessment by NAAC Bangalore is concerned. Five senior colleges received grade by NAAC, Bangalore. Deogiri College, Chhatrapati Sambhajnagar received 'A' grade with CGPA of 3.75 and it was the highest score in Maharashtra and was among the top five in India in 2016. In 2022, the college received A++ grade in the fourth cycle of NAAC accreditation and was again at the topmost position in the state of Maharashtra. This is the only institute in the state having 03 colleges with the UGC status of **“Colleges with Potential for Excellence”**. It bears just another testimony to the highest level of performance and efforts by its management for quality improvement. The college has remained Mentor institute for the **“PARAMARSH”** Scheme of UGC.

Lately, institution's major focus has moved towards career-oriented courses and strengthening of various activities for better placements of students on and off the campus. The introduction of short term certificate courses under Career Development Programme is proving as add-ons coordinating with a traditional curriculum for better employability prospects. It is indeed matter of pride for us to share that the last 56 years the institution's educational vision has remained trustworthy to the students, parents, and society in general. It is assured the institution will continue to render the best of highly useful educational services in the future as well.

Brief Profile of the Institute

Deogiri College, Chhatrapati Sambhajnagar was evolved from the vision of Shri Vinayakrao Patil, the visionary founder of Marathwada Shikshan Prasarak Mandal, Chhatrapati Sambhajnagar. The trust and the college since its inception have contributed towards the following key perspectives of education:

- A vision for quality education for masses
- A community of committed teachers
- Student-centred education
- Community oriented service

Brief History

The College established in 1960, with 39 UG programs primarily and subsequently commenced PG programs in 24 subjects. It introduced five B.Voc. programs with the view of providing vocational. There are thirteen Ph.D. Research Centres recognized by the affiliating university.

Vision

Eliminating the darkness of ignorance from the lives of people and help them to advance towards knowledge for development.

Mission

- Providing quality education to society and economically backward class.
- Bringing about educational and cultural development of rural people.
- Providing excellent facilities for hostel accommodation, physical education and value education.
- Bringing about social transformation through education.
- Creating resources and utilizing them for educational upliftment of common people.
- Promoting intellectual, ethical and cultural development of society.
- Introduction of technical and professional education for increasing employability and economic development.
- Creating widespread educational network seeking mass participation in education.

Awards, Appreciation and Accreditations:

- Outstanding Institution award by Government of Maharashtra in 2001 to parent institution i.e. M.S.P. Mandal, Chhatrapati Sambhajinagar.
- Award to college for '*Jagar Janiwancha*' an initiative by Government of Maharashtra to spread awareness against female feticide.
- UGC reorganization to the college as College with Potential for Excellence (CPE) in 2014.
- College is the mentor institute under UGC's scheme PARAMARSH for mentoring non-accredited institutions in the region.
- College participated in the NIRF and remained in the rank band between 100-200.
- Deogiri College was accredited for the first time in 2003 receiving B+ grade. The college got 'A' grade with CGPA of 3.39 in 2010 and it was accredited by NAAC

with 'A' grade and CGPA of 3.75 in the third cycle in 2016 and A++ grade with 3.59 CGPA in fourth cycle of accreditation in 2022.

- College is recognized as Model Centre for Skill Development by Higher & Technical Education Department, Government of Maharashtra under its *Career Katta* initiative for offering career guidance to students of colleges in the region in 2021.
- Completed Academic and Administrative Audit by affiliating university and received highest grade.
- Received awards for green campus initiatives.
- Faculty received research funding from international academic bodies.
- Two students, a faculty member and a non-teaching staff member made remarkable achievement of record registered in India Book of Record, Asia Book of Record and International Book of Record.
- College staff and management contributed excellently during the Covid-19 pandemic conditions as *Corona Warriors* and providing college infrastructure for the patients care.
- Municipal Corporation Chhatrapati Sambhajnagar and the Collector & Magistrate appreciated the efforts by the faculty members with letters of appreciation - Covid-19 Extension Activities.
- Formally registered incubation centre "*Employability and entrepreneurship Development Endeavour*" has been initiated for the sake of entrepreneurship development among the students.

Additional information:

- Formal establishment of chapters/MoU/registration with NPTEL, IBM, ISRO - Certificate Program - Remote Sensing & Image Interpretation
- Youth development program and certification programs with Tata Consultancy Services, Finance & Insurance of Bajaj Finance, Indo-German Tool – Government of India Society, Ministry of MSME, Soft Skills Training under INFOSYS BPM CSR Initiative, Kuber Solutions' Mutual Fund Distributor Training Placement Course (NISM)
- Ideal examination Centre award (Thrice) by the affiliating university.
- Appreciation by the affiliating university for effective implementation of CIE, attainment of COs and POs, etc.
- Research grants to teachers by national and international agencies for research work.

- Several research awards won by faculty members for research activities
- Several appreciations and applauds to DCS for its extension and outreach activities.
- Several productive and fruitful collaborative activities and MoUs for academic exchange.
- DCS has been general champion in Central Youth Festival, University Games and highest prize winning college in Avishkar Competition.
- Galaxy of alumni placed in different companies and passing several competitive exams like MPSC, UPSC, etc.
- Enriched environmental preservation initiatives and activities.

Vision, Mission, & Quality Policy Statements of the Institute

Vision

“Eliminating the darkness of ignorance from the lives of people and help them advance towards knowledge for development”.

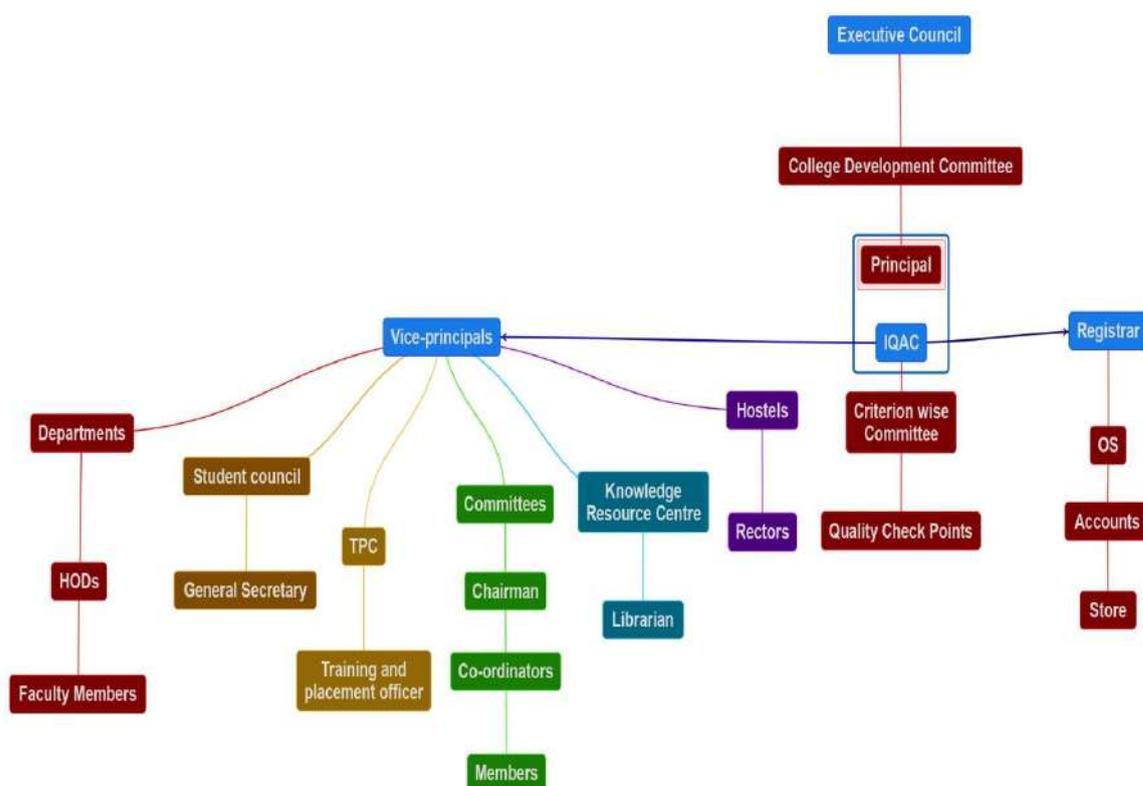
Mission

- Providing quality education to society and economically backward class.
- Bringing about educational and cultural development of rural people.
- Providing excellent facilities for hostel accommodation, physical education and value education.
- Bringing about social transformation through education.
- Creating resources and utilizing them for educational upliftment of common people.
- Promoting intellectual, ethical and cultural development of society.
- Introduction of technical and professional education for increasing employability and economic development.
- Creating widespread educational network seeking mass participation in education.

Quality Policy

To bring about positive changes in all academic, administrative, research and learning activities in terms of ideal governance, scientific temper, program outcomes, employability, entrepreneurship, progression, sports and cultural activities through the process of self-evaluation and continuous improvement.

Organizational Structure:



1. Governance of the Institute

Statutory bodies

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

- A. Governing Body
- B. Academic Council
- C. Board of Studies
- D. Finance Committee

Roles and responsibilities of these statutory bodies are as follows:

GOVERNING BODY: Governing Body of the institute has been constituted as per the norms of University Grant Commission, which is the regulatory body for approving autonomous institutes in India. Its main function is to ensure that stakeholders, including students, faculty and institutional management, as well as those from the wider society, have full confidence and trust in our institution. All those who have governance responsibilities and accountabilities, both within and outside institutions carry out their responsibilities effectively. The Secretary of MSPM or his nominee is the Chairman of the Governing Body of DCC, Chhatrapati Sambhajnagar. DCC has identified and selected well known Academicians, Industrialists, distinguished scientists from well-known Institutions/Industries/Research Organizations/ besides representatives of the faculty as nominees of the DCC on the Governing Body, apart from the Nominees of UGC, Dr. BAM University, and Government of Maharashtra, who meet regularly and make policy decisions and give guidance and suggestions to implement policies successfully. With their rich experience and background, they shall be the destiny of the Institution so as to occupy a place of eminence in the field of Higher and Technical Education which is evidenced by the fact that the institute has already obtained the status of an Autonomous Institution and is the first Grant-in Aid Institution affiliated to Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajnagar, to receive the Autonomous status.

Role of Governing Body Primary Responsibility

The Governing Body 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 Body has the duty to adopt guidelines and take decisions necessary to enable the institution to achieve and develop its mission and primary objectives for learning, teaching and research.

This responsibility includes considering and approving the institution's 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. The Institution should adopt a proactive approach to strategic planning.

It is the duty of the Governing Body to oversee the creation and delivery of the strategic vision and direction of the institution. This encompasses the purpose and mission of the institution. However, it is the responsibility of the Head of the Institution to convert the strategy into detailed operational planning that is delivered consistently with the values, purpose, vision and mission of the institution.

At the institution level a team comprising the Principal/Head of Institution, Vice Principals, IQAC, Heads of Departments, various section heads, chairmen and coordinators of different committees and senior faculty, formulate a draft strategic plan. Establishment and monitoring of proper, effective and efficient systems of control and accountability has been tuned in coordination of these components.

FINANCE

Financial responsibilities of the Governing Body include:

- Ensuring the financial soundness of the institution and safeguarding its assets
- Approving the financial strategy while maintaining financial stability
- Approving annual operating plans and budgets which should reflect the institution's strategic plan.
- Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/ contracts/ memorandum.
- Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to managers at appropriate levels.
- Ensuring the existence and integrity of 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 finance of the institution is managed as per the approved plan and to approve genuine variations, if any.
- Detailed monitoring of the financial position and prospects, together with the appropriate levels of expenditure approval is delegated to a Finance Committee.
- Governing Body ensures that there exists a clear and well- established audit procedure of all the financial aspects of the institution. The auditors appointed by the Governing Body carry out financial audit of the institution. The Governing Body receives and approves the audited annual financial statements in a timely fashion.

Procurement

Governing Body ensures that there is a sound system of internal control, with responsibilities for ensuring the delivery of value for money from public and institutional funds without compromising quality, transparency and fairness to all stakeholders. The Governing Body reviews the functioning of the procurement system periodically.

The Governing Body ensures that:

- Adequate internal procurement policies and procedures are in place. 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.
- To obtain these assurances, Governing Body ensures that their risk management framework and reporting mechanisms give adequate coverage of fairness and transparency of procurement processes; value for money achieved in the outcomes and risks. The institution's procurement procedures, including procedures for governing conflicts of interest relating to procurement matters, should form part of the Financial Regulations, which should be approved by the Governing Body.
- Monitoring institutional performance and quality assurance arrangements.
- Governing Body is responsible for monitoring institutional performance against plans and approved Key Performance Indicators (KPIs), which should be appropriately benchmarked, wherever possible.
- The Governing Body measures and monitors institutional performance, including using agreed KPIs which are both realistic and challenging.
- The Governing Body reviews comparative institutional performance with relevant peer institutions with a process such as benchmarking.
- The Principal/Head of the Institution reports to the Governing Body based on the KPIs set by the Governing Body.
- Based on the reviews, the Governing Body advises and guides the institution to address the gaps if any.

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

- The Governing Body is responsible for appointing the Principal/ Head of the Institution and monitoring his/her performance.
- Governing Body responsibly appoints the Vice Principals (Arts, Science & Commerce Streams), Registrar, Controller of Examination & Evaluation, and any such senior positions requested by the Principal/Head of Institution.
- Performance of all managerial / administrative positions of the institution is reviewed by the Governing Body.

To establish Human Resources and Employment Policy:

- Governing Body ensures that a policy is in place for human resources development and employment. The Governing Body ensures that a procedure is in place for managing, monitoring and development of human resources.
- To support MoUs and collaborations between institution and academic partners, research establishments and industry of global/ national / local importance
- The Governing Body helps to create and support global, national and local collaborations between institution and academic partners, research establishments and industry and others who support the mission and objectives of institutions.
- To institute scholarships, fellowships, studentships, medals, prizes and certificates
- The Governing Body formulates the norms for instituting scholarships, fellowships, studentships, medals, prizes and certificates. As per the norms, the Academic Council considers instituting of scholarships, fellowships, awards, medals, prizes and certificates and recommends the same to the Governing Body.
- To approve requests for new programs of study leading to degrees and/or diplomas, certificate courses that could be introduced from time to time to time.
- Governing Body 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.
- Openness and transparency in the operations to promote transparency at every level: The Governing Body 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.

- **Key Attributes of Governing Body**

- Structure of Governing Body / Board of Governors
- In this section, the structure of Governing Body as required by the regulatory body, along with the scope of the Governing Body to appoint other private members, period of appointment, and the method of appointment, is set out.

Constitution of the Governing Body

The Governing Body is constituted as per the Guidelines of the UGC.

Constitution of the Governing Body

Sr. No.	Name	Designation	Position
1.	Shri. Satish Bhanudasrao Chavan	Secretary, M.S.P. Mandal, Chhatrapati Sambhajnagar	Chairman
2.	Shri. Panditarao Ghansham Harshe	Member, M.S.P. Mandal, Chhatrapati Sambhajnagar	Member
3.	Shri. Anil Trimbakdas Patel	Member, M.S.P. Mandal, Chhatrapati Sambhajnagar	Member
4.	Mrs. Nilima Mohanrao Savant	Member, M.S.P. Mandal, Chhatrapati Sambhajnagar	Member
5.	Dr. Aditya Avinash Yelikar	Member, M.S.P. Mandal, Chhatrapati Sambhajnagar	Member
6.	Shri. Vivek Laxminarayan Jaiswal	Member, M.S.P. Mandal, Chhatrapati Sambhajnagar	Invited Member
7.	Shri. Rajendra Damodhar More	Member, M.S.P. Mandal, Chhatrapati Sambhajnagar	Invited Member
8.	Dr. Ravi Pandurang Patil	Teacher Representative	Member
9.	Dr. Vishnu Wamanrao Patil	Teacher Representative	Member
10.	Mr. S. Z. Jaju	Academician/Industrialist	Member
11.	Awaited	UGC Representative	Member
12.	Awaited	State Government Representative	Member
13.	Prof. B.B. Waykar	University Nominee	Member
14.	Dr. Ashok Vitthalrao Tejankar	Principal	Member secretary

Representation to the Governing Body from different stakeholders: As per the requirement of the University Grants Commission, which is regulatory body for approving autonomous institutes in India, the following structure for Governing Body is presented.

Independent members-co-opted members: Apart from members as required by the regulatory body UGC, the Governing Body may appoint co-opted members, who are invitees for a temporary period to meet the specific requirements. The Governing Body can also have other faculty / student member on the Governing Body as a co-opted member/invitee, as and when it is in the interest of stakeholders. The term of such members is for a period of one year.

Nomination Committee for Appointment to Members of Governing Body. An appointment of external / faculty / student members to the Governing Body is managed by an independent nomination committee chaired by the Chairman of the Governing Body. The structure of this committee is:

- **Chairman** - President of the GSM
- **Member** - One of the management representatives from the GSM
- **Member**-Educationalist/ Industrialist nominated by the management on Governing Body
- **Member** - One member nominated by the Chairman of Governing Body
- **Member Secretary** - Principal of the institute.

The member who is about to complete the Governing Body term within next three months shall not be the member of this committee.

Members of the Governing Body are appointed by this committee when the term of the sitting member is to be completed or the Governing Body feels the need for the requirement of more members to carry out its primary accountabilities effectively (such as co-opted members). This committee also investigates renewal of any appointments.

The external member to be considered for appointment is proposed by one of the members of Governing Body.

Rotation and reappointment of members

Nomination committee for Appointment to members of Governing Body also looks into renewal of any appointment on Governing Body.

Students' participation in governance of institute

Governing Body ensures representation of student members on the Board of Studies and Academic Council or collects views of Student Council on teaching-learning and research, administrative and governance issues affecting their academic activities and personal growth for information and action, if necessary.

Roles and Responsibilities

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

Chairman

Role and responsibilities of the Chairman are listed below:

- The Chairman is responsible for the leadership of the Governing Body and ultimately to the stakeholders for its effectiveness.
- Chairman of the governing body promotes well-being and efficient operations of the governing body, ensuring that its members work together effectively and have confidence in the procedures laid down for the conduct of business.
- The Chairman is responsible for ensuring that the Governing Body operates effectively, discusses those issues which it needs to discuss, and dispatches its responsibilities in a business-like way.
- The Chairman should ensure that the Governing Body exercises collective responsibility,
- The Chairman ensures that any conflict of interest is identified and managed appropriately.
- The Chairman is responsible for ensuring that the Governing Body 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 Body 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 Body has approved.
- The Chairman has a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- The Chairman maintains a good relation with Principal/head of the institution and does not participate in day to day functioning of the institution.

- **Members**

Individual members of Governing Body promote healthy work culture in accordance with best interests of stake holders: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. They participate actively and contribute so that role of Governing Body is met.

Roles and responsibilities of the members are listed below:

- Participate and guide in developing strategic plans.
- Attend brainstorming sessions for new initiatives and guide the discussions.
- Monitor the reviews of processes/procedures and suggest changes in these from time to time.
- Review procurement procedures and audit for any issues/concerns
- Members can be inducted into sub-committees for new initiations depending on their capabilities in that subject.

Delegation of Powers

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

Delegation to Chairman

The Governing Body may grant delegation authority to the Chairman to act on its behalf between meetings. Action taken under delegated authority shall normally be under urgent need or of routine nature after following a set of procedures. The member convener needs to bring this action of the Chairman to the notice of Governing Body when it meets next time and get the ratification of the action taken by the Chairman.

Delegation to committees

It is a common practice for a Governing Body to delegate some of its powers and to allocate some of its work to committees. Such matters are likely to include; the review and approval of the institutions annual estimate of income and expenditure and audited financial statements; decisions regarding academic autonomy to academic council etc. Committees should distinguish between issues on which they are empowered to take decisions, and issues that they must refer to the Governing Body for decision.

Delegation to Principal/ Head of the institution

It is common practice for a Governing Body to delegate some of its powers and to allocate some of its work to Head of Institution which are of routine nature apart from managerial and development work of the institution. Such matters are: applying for approval to regulatory bodies, declaration of provisional results etc. The head of institution needs to bring this action to the notice of the Chairman and Governing Body when it meets next time.

Delegation to other functionaries

Appointment of some of the functionaries like Coordinators/HoD's may be approved (on merit) by the Governing Body as per the recommendation of the Head of institution, so as to help the head of institution to implement the decisions of the Governing Body.

Frequency, Processes and rules for conduct of Governing Body meetings

The Governing Body meetings shall be conducted at least four times in an academic year. The following process is followed for the conduct of Governing Body meeting.

In consultation with the Chairman of Governing Body the date, time, venue, and agenda for the Governing Body meeting is fixed by the Principal of the institution who is also the Member Secretary of the Governing Body.

The meeting notice to attend the meeting along with agenda for the meeting shall be sent to all members and invitees by the Member Secretary of the Governing Body at

least two weeks earlier to the date of the meeting.

Pre-agenda notes shall be sent to all members by the Member Secretary of the Governing Body. This contains the minutes of the earlier Governing Body meeting, the action taken report on the resolutions of the earlier Governing Body meeting.

On the day of meeting, the above information in the pre-agenda notes along with notes on table agenda (Table agenda are included with the permission of the Chairman) shall be made available to all members by the Member Secretary of the Governing Body. 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 shall be prepared by Member Secretary of the Governing Body and shall be circulated to all the members and the minutes of the meeting shall be finalized. The Member Secretary of the Governing Body preserves the minutes of the meeting and extract of the same shall be made available to the concerned person/team.

Effectiveness and Performance Review of Governing Bodies: Orientation and Development

It is the responsibility of the Chairman of the Governing Body working with the member secretary as appropriate, to ensure that all members of the Governing Body, when taking up office, be fully briefed on the terms of their appointment and be made aware of the responsibilities placed on them for the proper governance of the institution. They shall receive copies of background documents at the time of their appointment. These could include:

A copy of the institution's governance document

The institution's annual report audited financial statements, and financial forecast & overall strategic plan.

The rules and procedures of the Governing Body:

One-day induction program for new members as and when they are taken on board shall be conducted so that they perform governance responsibilities satisfactorily. The existing members are given opportunities for further development through "Management Development Programs" to discharge their individual and collective responsibilities effectively.

Performance review of the Governing Body in meeting strategic goals and objective of the institutions:

The Governing Body shall review their effectiveness regularly. Effectiveness of the Governing Body and that of the committees is measured against meeting strategic goals and objectives of the institution once in 5 years. The review process may result in revision of its structure or processes as the case may be.

The Governing Body may also wish to engage persons independent to the institution to assist in the process of review of its effectiveness as well as other internal boards and committees.

Regulatory Compliance

- The Governing Body ensures the compliance with statutes, ordinances and provisions regulating the institution, such as UGC, State Government and affiliating university; and, subject to these, take all final decisions on matters of fundamental concern to the institution. This is ensured through the report by the Head of the institution, on a regular basis to the Governing Body.
- The Governing Body also ensures the 'not-for-profit' purpose of the institution and accreditation by national/ international professional bodies to assure quality to all its stakeholders.

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.

Meetings: Meetings of the Governing Body shall be held at least two times in a year.

Emergency meeting

For emergency work, a meeting could be called at any time or a resolution may be circulated amongst members for approval. Emergency meeting can be convened at notice shorter than a day's time. The time, venue, date, and agenda could be mentioned in the notice. If half of the quorum members are present in the meeting it will be deemed as a complete quorum. For want of full quorum the meeting will not be adjourned.

Academic Council

- Academic council ensures quality in academic activities such as design & framing of curriculum, proper evaluation system etc.
- Academic council is responsible for taking decisions on all academics related matters like approval of new courses, rules and regulations, examination, curriculum, maintaining standards of teaching, research and framing of academic policies of the institute.
- Decision taken by the academic council will not be subjected to any further ratification, but decision taken at the lower level are to be ratified by the academic council and the governing body.

Constitution of Academic Council

1. The Principal (Chairman)
2. All the Heads of Departments in the institute
3. Four teachers of the institute representing different categories of teaching staff by rotation on the basis of seniority of service in the institute.
4. Not less than four experts/academicians from outside the institute representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

Constitution: The **Academic Council** shall consist of the following:

Sr. No.	Name	Designation	Position
1.	Prof. Dr. A. V. Tejankar	Principal	Chairman
2.	Dr. Dilip Khairnar	H.O.D.	Member
3.	Dr. Shyam Kadam	H.O.D.	Member
4.	Dr. Mansaram Autade	H.O.D.	Member
5.	Dr. Ranjana Chawda	H.O.D.	Member
6.	Dr. Rajesh Shesham	H.O.D.	Member
7.	Dr. Balasaheb Nirmal	H.O.D.	Member
8.	Dr. Samita Jadhav	H.O.D.	Member
9.	Mr. Mahadev Mane	H.O.D.	Member
10.	Dr. Rahul Salve	H.O.D.	Member
11.	Dr. Dnyaneshwar Jige	H.O.D.	Member

12.	Dr. Niraj Borse	H.O.D.	Member
13.	Ms. Shailaja Kulkarni	H.O.D.	Member
14.	Ms Deepali Jadhav	H.O.D.	Member
15.	Dr. Rajesh Lahane	H.O.D.	Member
16.	Dr. Pushpalata Jadhav	H.O.D.	Member
17.	Dr. M. N. Naik	H.O.D.	Member
18.	Dr. S. N. Helambe	H.O.D.	Member
19.	Ms. Meenakshi Dhumal	H.O.D.	Member
20.	Dr. Ranjana Gawande	H.O.D.	Member
21.	Dr. Santosh More	H.O.D.	Member
22.	Dr. Anil Pardeshi	H.O.D.	Member
23.	Mr. Mahadev Jadhav	H.O.D.	Member
24.	Dr. Rajita Ingle	H.O.D.	Member
25.	Dr. Ravi Patil	H.O.D.	Member
26.	Dr. Anil Ardad	Teacher Representative	Member
27.	Dr. Aparna Taware	Teacher Representative	Member
28.	Dr. Kailash Thombre	Teacher Representative	Member
29.	Dr. Sunil Tekale	Teacher Representative	Member
30.	Prof. Ghanshyam Yelne, Professor, School of Social Sciences, SRTM. University, Nanded	Academician	Member
31.	Prof. Prashant Ambad, Director, IQAC & School of Mechanical and Manufacturing Sciences, JSPM University, Pune	Academician	Member
32.	Prof. Gulab Khedkar, Director, Paul Herbert DNA & Barcoding Centre, Dr. B.A. M. University, Aurangabad	Academician	Member
33.	Dr. Sudhir Nikam, Professor & Head, Dept. of English, PG Research Dept. of English, BNN College, Bhiwandi, Thane	Academician	Member
34.	Mr. Rajesh Chavan, Senior Scientist, R & D, Wochardt, Chhatrapati Sambhaji Nagar	Industry Expert	Member
35.	Dr. Shriram Jadhav, Secretary, Sevagram Ashram Pratisthan, Wardha	Social	Member
36.	Dr. Bharat Khandare, Principal, Lal Bahadur Shastri College, Partur, Dist. Jalna	University Representative	Member
37.	Dr. Bhagwan Sakale, Dept. of	University Representative	Member

	Chemical Technology, Dr. B. A. M. University, Chhatrapati Sambhaji Nagar		
38.	Prof. Dhanashree Mahajan, Dept. of Economics, Dr. B. A. M. University, Chhatrapati Sambhaji Nagar	University Representative	Member
39.	Dr. A.B. Pardeshi	CoE of the College	Member
40.	Dr. Vishnu Patil	Principal Nominee	Member secretary

In the absence of the Principal at any meeting of the Academic Council, the Principal-in-charge is the Chairperson of the Academic Council for that meeting.

Meetings: The Member Secretary shall, with the approval of the Principal convene the meetings of the Academic Council at least twice 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 of the Academic Council:

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

1. Scrutinize and approve the proposals of the Boards of Studies with or without modification 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.
2. Make regulations regarding the admission of students to different programmes of study in the institute keeping in view the policy of the Government.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body, proposals for institution of new programmes of study.
5. Recommend to the Governing Body, institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
6. Perform such other functions as may be assigned by the Governing Body.

Board of Studies:

Board of studies is constituted for each programme with the responsibility to design academic curriculum for respective program.

Constitution of Board of Studies:

1. Head of the Department concerned (Chairman).
2. As per UGC norms “the entire faculty of each specialization” will be part of BOS.
However, from the operational point of view one faculty from every specialization will be nominated.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the institute Principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the Principal.
7. The Chairman, Board of Studies, may with the approval of the Principal of the institute, co-opt:
 - a) Experts from outside the institute whenever special courses of studies are to be formulated.
 - b) Other members of staff of the same faculty.

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year.

Functions of the Board of Studies of a Department

1. Prepare syllabi for various courses keeping in view the objectives of the institute, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
2. Suggest methodologies for innovative teaching and evaluation techniques.
3. Suggest panel of names to the Academic Council for appointment of examiners; and
4. Coordinate research, teaching, extension, and other academic activities in the department/institute.

Finance Committee

The responsibility of the finance committee is primarily to provide financial insight for the institute, which includes budgeting and financial planning, financial reporting and the creation and monitoring of internal controls and accountability policies related with the financial matters of the institution.

Constitution of Finance Committee

1. The Principal (Chairman).
2. Registrar
3. One person to be nominated by the Governing Body of the institute for a period of two years.
4. Finance Officer of the affiliating University
5. One senior-most teacher of the institute to be nominated in rotation by the Principal for two years.

Constitution: The **Finance Committee** shall consist of the following:

Sr. No.	Name	Designation	Position
1.	Dr. Ashok Vitthalrao Tejankar	Principal	Chairman
2.	Shri. Satish Bhanudasrao Chavan	Secretary, M. S. P. Mandal, Chhatrapati Sambhajinagar	Member
3.	-	Finance officer of the affiliating university	Member
4.	Dr. Rajesh Bhausahab Lahane	Nominated by Principal	Member

Term: Term of the Finance Committee shall be two years.

Meetings: The Finance Committee shall meet at least twice a year

Functions of the Finance Committee:

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

- 1) Budget estimates relating to the grant received/receivable from UGC, income from fees, funds received from parent Trust, CSR funds, receipts from consultancy & R&D activities, grants received from various government, semi-government and multi-lateral agencies etc. collected for the activities to undertake the scheme of autonomy; and
- 2) Audited accounts for the above.

8. Roles and responsibilities of the various academic and administrative authorities

8.1. Roles and Responsibilities of Principal

The following are some of the important roles and responsibilities of the Principal.

1. Developing an ideal institute by promoting various curricular, co-curricular and extra-curricular activities.
2. Handling administrative and financial matters diligently to lead by example.
3. Developing a long-term plan for the institution and working for realizing the vision of the institution and the parent trust in close association with the top management.
4. Seeks advice from the Management in incongruence of any kind.
5. Liaison with UGC, DTE, AICTE, affiliating university, professional bodies, institutions, industries, government, and community at large.
6. Arrange in Governing Body meetings as a member secretary, advise on various policy issues, participate in decision making process and ensure implementation of decisions taken by the governing body.
7. Be responsible for human resource management career planning and development of teaching and non-teaching staff as well as training need identification and facilitate, encourage knowledge and skill up-gradation on a regular basis.
8. Be responsible for improving quality of academic and non-academic staff over a period.
9. Be responsible for improving student enrolment, quality, and regional diversity of students year on year basis.
10. Be responsible for improving student placement number, quality, and compensation year on year basis.
11. Prepare financial budget and submit it to Governing Body for approval.
12. Represent the institute in various State and regional level bodies, societies, councils as and when required.
13. Advise the Coordinators, HoDs and faculty in various academic and administrative matters.
14. Inspect the departments, laboratories and monitor their functioning on a regular basis for ensuring quality education.
15. Optimize the resources available for academic and administrative, functions of the institute.
16. Implement uniform systems in academic, administration, finance, etc. wherever it is applicable and possible.

17. Conduct regular meetings of various committees for better liaison and coordination in academic, administration, financial matters.
18. To facilitate exchange of ideas and to improve cooperation in various activities.
19. Conduct College Development Committee (CDC) meetings to ensure Quality Management of the Institution.
20. Monitor effectiveness of teaching and learning outcome as per the prescribed curriculum as well as teaching methodology suggested by the University / UGC/ Management.
21. Develop the necessary infrastructure for the institute and monitor the efficiency and effectiveness of procurement, utilization and disposal of the necessary infrastructure like furniture & fittings, lab equipment, books, computers, software, and any other requirement for the institution as per the prescribed procedures.
22. To set high standards of commitment and involvement in work.
23. To conduct affairs of the institution in an orderly manner and in accordance with the rules and regulations.
24. To encourage research internally and bring in research funding from national, international, multilateral, philanthropic agencies, and industries.
25. To explore and facilitate possible tie-ups and partnerships with other institutions, industries, and research organizations.
26. To mobilize CSR funds for various institutional needs like supporting needy students, offering training programs and infrastructure development with prior approval of Governing Body.
27. To offer short-term training programs for internal and external students, individually and/or jointly certified with partner agencies.
28. To offer training programs for and in partnership with industry for skill enhancement.
29. To work for institutional development in all areas for an overall growth of the institute.
30. Any other task which may be assigned by Governing body from time to time.

Roles and Responsibilities of Coordinator, Internal Quality

Assurance Cell

1. To work as a liaison between Head of Departments (HODs) and Principal.
2. Preparation of the academic, calendar, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs, and maintaining academic discipline.
3. Ensure readiness of classrooms, laboratories before the start of the term.
4. Maintaining proper academic records through repository system.
5. Conducting meeting and maintaining an up-to-date record of mentor-mentee scheme.
6. To supervise the functioning of library of the institute.
7. Arranging FDP/ Workshop/Seminar/Conferences supporting the academics.
8. To suggest the Principal to take suitable steps from time to time to strive for the high academic standards.
9. To provide a value-added education to make students more employable.
10. To ensure the quality education through IQAC driven activities in line with UGC and NAAC guidelines.
11. To arrange in service training programs for the teachers to update their knowledge and skills for aligning it with the updated/ revised curriculum.
12. To evolve and implement management and administrative mechanisms that is responsive, reliable, and efficient for maintaining high standards of academics in the institute.
13. To prepare framework and documentation for various national and international accreditation bodies like NAAC, NBA etc.
14. To prepare framework and documentation for various ranking agencies like NIRF etc.
15. Any other task, which may be assigned by the Principal from time-to-time.

Roles and Responsibilities of Registrar

1. Assists the Principal in administering and leading the institute within the policy framework developed by the Academic Council.
2. Works as a team member with other administrative personnel of the institute in the development of administrative practices and regulations
3. Completing the student admission process of all programs of the institute.
4. Improving quality of working of faculty, staff, and students by ensuring effective utilization of Institutional resources to students, staff, and faculty.
5. Recruit and approve appointment of faculty, non-teaching staff, office staff.
6. Maintaining all records pertaining to students, faculty, and staff.
7. Plan and prepare the budget and monitor implementation of sanctioned budget.
8. Providing and maintaining funds and facilities by:
9. Determining the need and planning for facility maintenance, renovation, and expansion
10. Determining specifications for supplies and equipment.
10. Preparing reports/grant applications for AICTE, DTE, University, UGC etc.
11. Obtaining and developing personnel by planning, directing, scheduling, and coordinating in-service training program for non-teaching staff.
12. Supervising and evaluating administrative personnel.
13. Be responsible for all internal and external communication using all platforms and modes of communication be print, audio, visual, digital, web, social media for maintaining relations with the community by disseminating relevant and timely information to the parents, students, teaching and non-teaching staff, management all other stakeholders and public at large.
14. Maintaining all content safely and make it accessible to all as per their needs and at the same time ensure the confidentiality of the information wherever it is must.
15. Operation, maintenance and up gradation of Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Content Management System (CMS) and all such administrative software and hardware.
16. Any other task, which may be assigned by the Principal from time-to-time.

Roles and Responsibilities of Controller of Examinations

1. Coordinates with Principal, HoDs, Registrar and staff to receive the details of the admitted students.
2. Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
3. Arranges to issue appointment letters as examiners for the conduct of practical, theory, project work and viva-voce.
4. Receives the filled in Examination Application forms from the students.
5. To liaise with Coordinator Academics for preparation of all types of examination schedules.
6. Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards well in advance.
7. Arranges for the issue of Hall tickets.
8. Receives the internal marks (finalized) and the attendance of each section of students from respective Head of the Department.
9. Arranges the examinations and ensures publication of results within 20 days after the completion of Examinations.
10. Arranges for the conduct of advanced supplementary examinations for students after the publication of end semester examinations results.
11. Arranges to forward the applications of students for the recounting and reevaluation of answer scripts as the case may be.
12. Informs to Principal about the malpractice cases, if any, and forwards to the grievance committee.
13. Take appropriate and timely action with respect to the malpractice cases related with examinations either by students or any other person as per the rules and regulations and take appropriate measures to prevent the same.
14. Ensures timely declaration of the results of all the examinations, particularly the end semester examinations.
15. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
16. Provides result data to each HOD for result analysis.
17. All examination records to be kept in safe custody and be made available as and when required.
18. Ensuring the confidentiality of all the examination data shall be the prime responsibility of all the concerned in the process of examinations and evaluations.
19. Any other task, which may be assigned by the Principal from time-to-time.

Roles and responsibilities for Students Development and Alumni engagement

1. To maintain a ragging free campus.
2. To ensure discipline amongst the students on and off the campus.
3. To provide inputs for the academic calendar for various co-curricular and extra-curricular activities.
4. To ensure proper conduct of co-curricular activities through respective in-charges.
5. To ensure proper conduct of extra-curricular activities through respective in-charges.
6. To ensure through respective in-charges proper functioning of amenities such as
7. Canteen
8. Transport
10. To redress any suggestion / complaint from the students through appropriate mechanism.
11. To promote the societal activities among students.
12. To facilitate formation of student's council, counseling of students.
13. To facilitate NSS, NCC and Hostel functions.
14. To handle alumni affairs, including maintenance of all relevant details of former students and alumni association.
15. To promote the alumni participation and encourage their contribution in various ways for the benefit of current students.
16. To facilitate the Coordinator Training Placement, Internship, Entrepreneurship, & Incubation to improve the placements of existing students with the help of alumni of the institute.

Roles and Responsibilities of Coordinator - R & D / Innovations – Research advisory

1. Develop and establish a policy to promote research culture in the institute.
2. Planning of research activities, resource mobilization and management of R & D projects.
3. Prepare proposals and submit to sanctioning bodies such as UGC, CSIR, ICCR, STRIDE, affiliating university etc.
4. Prepare R&D budget including, among others, seed money for faculty for research,
5. Research endowment grants, incentives, project cost; obtain funds for budget proposals.
6. Organize seminars, conference, workshops on vents on IPR, Research methodology, Entrepreneurship development etc.
7. Manage effectively and efficiently the research programs and administration affairs of the research centre of the institute.
8. Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a planned manner.
9. Advise and assist faculty on research publications, research proposals, patenting, research contracts, consultancy, and intellectual property issues.
10. Develop and establish policy to check malpractices and misconduct in research.
11. Build relationships with local, national, and international organizations,
12. industries and facilitate communication and interaction with central funding agencies.
13. Facilitate and support grant-writing activities for research investigations within the Institute and throughout its collaborative partnerships in academics and industry.
14. Propose and establish Centers of Excellence for facilitating research and innovations and collaborate with national and global academic institutions and industries.
15. To ensure optimum utilization of existing R & D facilities available in the institute.
16. Any other task, which may be assigned by the Principal from time-to-time.

Role and responsibilities of Coordinator- Training, Placement, Entrepreneurship

1. To strengthen the Industry Institute Interaction.
2. To coordinate with HOD's for arrangement of Industrial visit of students.
3. To arrange for trainings for up-gradation of skills and preparing students for placements.
4. To arrange the in-plant training for students.
5. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
6. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
7. To arrange entrepreneurship camps and to motivate students for self-employment.
8. To arrange programs for guidance and counseling of the students regarding entrepreneurship activities.
9. Incubation of student and faculty start-ups on and off campus.
10. To facilitate entrepreneurship cell activities.
11. To have improvement in the placement of students year by year with the aim of having 100% placement for the students who want it.
12. Any other task, which may be assigned by the Principal from time-to-time.

Roles and Responsibilities of Head of the Department

1. To take advise/sanction from the Coordinator Academics for implementation of academic, co-curricular and extracurricular activities.
2. Assigns duties to teaching and non-teaching staff of the Department.
3. Ensures allocation of appropriate workload (teaching load and practical load) to all faculty members and technical non-teaching staff.
4. Co-ordinate with the teaching and non-teaching staff of the department for smooth functioning of the conduct of academic, co-curricular and extracurricular activities of the department and facilitate for the same.
5. To present the departmental budget/requirement to the Principal through the Coordinator Academics and Coordinator R & D.
6. To take the lesson plan from the teachers and ensure they follow the plan and ensure that the syllabi are completed in all respect in the stipulated time by all the faculty members.
7. Ensure smooth conduct of examinations in co-ordination with Coordinator Examinations and Evaluations, including paper setting, assessment and evaluation of theory and practical performance and timely declaration of results.

8. To submit recommendations, if any, to the examination committee for processing of results.
9. Ensure purchases and proper maintenance of dead stock registers by the Laboratory in-charges.
10. Ensure quality of academics with appropriate result analysis done at department and submit the same to Coordinator Academics and Quality Assurance.
11. Ensure fully operational equipment of the laboratories and upkeep of the department.
12. To motivate faculty towards submitting research proposals to various research funding agencies such as UGC, AICTE, DST, ICSSR, etc. and encourage research/innovative programs in the department.
13. To organize need based workshop/seminars/symposia/visits/excursions etc.
14. To invite guest speakers for interaction and guidance to UG/PG/PhD students & faculties.
15. To guide the students for career opportunities.
16. Facilitate faculty in the preparation and processing of self-appraisal of their performance and ensuring timely submission of the appraisal forms to the Principal office after assessment with appropriate remarks/recommendations.
17. Ensure the overall development of students through curricular-curricular and extra-curricular activities so as to make them industry ready.
18. Maintain complete/updated alumni records right from the first batch and promote alumni interaction with current students in co-ordination with Coordinator Training Placement, Entrepreneurship & incubation.
19. Ensure that institute equipment/facilities under the department's control are properly maintained and serviced as and when required.
20. Ensure adherence to the rules and regulations and procedures by the staff (Teaching and Non-Teaching) of the department and coordinating the activities of the department and assisting the Principal of the institute for ensuring the quality of technical education in the respective department.
21. Ensure having the appropriate accreditations (such as NBA), for the various programs in the department and support the Principal of the institute for the institute level accreditation like NAAC and in all other endeavors undertaken by the institute from time to time.