

**Alva's Institute of Engineering & Technology,
Moodbidri**



**POLICY ON
FUNCTIONS AND RESPONSIBILITIES
OF
GOVERNING COUNCIL**

VERSION 1.3

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Change history:

Sl. No.	Date	Section No.	Change Description	Section Revision No.	Current Document Version No.
1	01-06-2008	--	--	-	1.0
2	16-06-2015	3	Added new Management Nominee member	1.0	1.1
3	17-01-2017	3	Added two Faculty Representative members	1.1	1.2
4	02-10-2020	3	Removed two Management Nominee Members	1.2	1.3

POLICY ON FUNCTIONS AND RESPONSIBILITIES OF GOVERNING COUNCIL

1. PURPOSE:

The policy is issued to provide a framework for functions and responsibility of Governing Council of Alva's Institute of Engineering & Technology (AIET) affiliated to Visvesvaraya Technological University (VTU), Belagavi.

2. Definitions

"GC" means Governing Council is the supreme administrative body for the Institute

"AICTE" means All India Council for Technical Education is a statutory body which governs all aspects of Technical Education in India.

"VTU" means Visvesvaraya Technological University is the affiliating University for technical educational Institutions in the state of Karnataka. It gives us guidelines in carrying out the academic programs and examinations activities. Finally the degree is awarded to the graduates by VTU.

"SPP" means Strategic Perspective Plan.

"IQAC" means Internal Quality Assurance Cell.

3. Composition of Governing Council:

Sl No	Designation	Details
1	Chairman (ex-officio)	Chairman, Alva's Education Foundation ®,Moodbidri
2	Member(Management Nominee)	Trustee, Alva's Education Foundation
3	Member(Management Nominee)	Trustee, Alva's Education Foundation
4	Member(Management Nominee)	Trustee, Alva's Education Foundation
5	Member(Management Nominee)	Trustee, Alva's Education Foundation
8	Member(University Representative)	University Representative, VTU Belagavi
9	Member Secretary (ex-officio)	Principal, AIET, Moodbidri
10	Member (AICTE, Nominee)	Director/Regional Officer, South-West AICTE Regional Office, Bangalore
11	Member (State Govt. Nominee)	Director, Board of Technical Education, Palace Road, Bangalore
12	Member (Faculty Representative)	Faculty, AIET, Moodbidri
13	Member (Faculty Representative)	Faculty, AIET, Moodbidri

4. Functions of Governing Council:

- The Governing Council (GC) is the supreme administrative body for the Institute.
- The Governing Council is constituted in accordance with the norms prescribed by AICTE, New Delhi and Visvesvaraya Technological University, Belagavi and Government of Karnataka.
- The Council is highly progressive in its outlook and demands definite outcomes from the framework of governance.
- The Board of Governors approve the Vision& Mission, Strategic Perspective Plan (SPP) and annual budget of the Institute, which are intended and designed to meet the expectations of all stakeholders.

- GC shall remain approval body for policy related formulation and amendments.
- The Head of the Institution i.e., the Principal of AIET is appointed as the Chief Executive Officer of the Institute who remains member secretary of GC.
- GC monitors contribution of the principal towards effective governance, continual improvement and quality excellence of the Institute.
- The Council monitors institute's effective control and system for financial and operational accountability, risk assessment and internal grievance redressal through IQAC.
- The GC approves and overlooks effective deployment of Institute SPP for quality improvement through IQAC.
- The Council is highly vigilant regarding the functioning of the Institute against the approved plan and the current standards.
- The budgets for infrastructure, employee remuneration and research and development are duly approved and passed by the governing council.
- The Chairman leads the Governing Council and is responsible for its effective functioning and ensures the board's accountability to all its stakeholders.
- The Chairman will support the head of the institution in managing the affairs of the Institute.
- The Board of Governors will meet at least twice a year or whenever the need arises.
- The GC is an authorized body to approve: the purchase of land, extension of building construction, procurement of equipment and purchase of any other capital amenities.

5. Responsibilities of the Governing Council

- To uphold the legal stature of the Institute before AICTE, UGC, the State Government and the affiliating University (VTU) or any other agency.
- To take a decision on major issues viz., obtaining approval for maximum intake per program, addition or discontinuation of any program, and hence authorize the Principal to take necessary permissions from the affiliating University.

- To decide fee structure including additional fee to be collected from the students as per the recommendations of IQAC and the norms set by the affiliating University.
- To approve extension, renovation or procurement plans which are recommended by the IQAC.
- To decide on promotions or disciplinary actions.
- To approve the SPP and annual budget along with necessary corrections.

6. Authorities of the Governing Council

The Governing Council shall exercise the following powers and discharge their duties as follows:

- Ensure the proper maintenance, safe custody, and management of the Institute properties such as land, infrastructure, and equipment, funds, which include loans, grants from AICTE, Central and the State Government.
- Upkeep of the campus in a good condition.
- Ensuring that the instructions imparted are in concurrence with the norms and standards prescribed by the affiliating University and Government of Karnataka.
- The selection and appointments of the faculty and non-teaching staff as per the norms prescribed by AICTE and VTU, Government of Karnataka.
- Adherence to the acts, instructions, rules and regulations stipulated by AICTE and Government of Karnataka with regard to service conditions of employees concerning appointment, leave, provident fund, age of retirement and disciplinary proceedings.
- Strict observance and compliance of instructions issued from time to time by AICTE, Government of Karnataka and the affiliating University.
- The building, land, furniture and facilities will be used only for academic activities and shall not be used for any other purpose such as holding political meetings, communal discourses, etc,

- The campus ambience should be peaceful and favorable for study and free from ragging.

7. Powers and Functions of the Chairman of the Governing Council

- The Chairman shall intimate the date of the Governing Council Meeting to the Principal-cum-Member Secretary for organizing the meeting. In case the Principal-cum-Member Secretary fails to organize the meeting, the Chairman can himself call for the Governing Council Meeting.
- While taking a vote on any decision, if there is a tie, then the decision of the Chairman will prevail.
- The Chairman has to ensure that the decisions taken at the Governing Council Meeting are put into action by the Principal-cum-Member Secretary.
- The Chairman will ensure that the Governing Council functions in accordance with the vision and mission of the Institute.

8. Powers and Functions of the Member Secretary of the Governing Council


- The Principal shall be the Member Secretary of the Governing Council. His/her duty is to execute the decisions taken at the Governing Council Meeting.
- By the order of the Chairman, the Member Secretary shall organize the Governing Council Meeting. In case of adverse situation, he/she will notify the cancellation of the meeting to the Chairman and the members.
- He/She would minute the proceedings of the meeting and act on the instructions of the Chairman and the Board of Governors. He/She would then seek ratification of his/her actions with the Chairman and the other members of the Board. The proceedings are forwarded to the affiliating University.
- The Member Secretary is the custodian of the properties of the Institute and will remain in-charge of the properties, the title deeds and the documents pertaining to the Institute.

- He/She exercises the powers and functions as imposed or assigned by the Governing Council from time to time.
- The Member Secretary is authorized to issue letters of appointment to the faculty selected by the Recruitment Committee after it is approved by the Chairman.



PRINCIPAL

PRINCIPAL
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225



CHAIRMAN
CHAIRMAN
ALVA'S EDUCATION FOUNDATION (R)
MOODBIDRI - 574 227 (D.K.)