



INSTITUTIONAL GOVERNANCE GUIDELINES (IGG)
of
JNTU INSTITUTE OF SCIENCE AND TECHNOLOGY,
JNTUH, Hyderabad

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INSTITUTIONAL GOVERNANCE GUIDELINES (IGG)

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JNTU INSTITUTE OF SCIENCE AND TECHNOLOGY JNT University Hyderabad, Hyderabad, Telangana State

INSTITUTIONAL GOVERNANCE

1. EXECUTIVE SUMMARY

The guidelines published in this document are for the Governance of JNTU Institute of Science and Technology (Autonomous), Hyderabad, Telangana. The document is a fusion product based on

- a) The University Grants Commission (UGC), New Delhi, India guidelines for autonomous colleges.
- b) All India Council of Technical Education guidelines for Technical Institutions.
- c) Telangana State Government Rules for Universities and Institutions.
- d) Jawaharlal Nehru Technological University Hyderabad rules and regulation for constituent colleges.
- e) Bye laws of JNTU Institute of Science and Technology, Hyderabad, Telangana State.
- f) TEQIP Good Practice Guide for Governing Bodies, December 2012.
- g) Existing Best Practices in the Institution.

Institutional Governance Guidelines (IGG) document has 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 of JNTU Institute of Science and Technology (IST). 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 research and education. The guidelines will lead to transparency and accountability in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

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- ✦ To comply with the Institutes Good Development Plan (GDP) and ensure best practices in the Institute
- ✦ To incorporate transparency and integrity at all levels of governance and administration
- ✦ To comply with rules and regulations of the Institute.
- ✦ To strengthen the financial processes and procedures related to procurement, proper utilization of funds.
- ✦ To meet the requirements of accreditations.
- ✦ To involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- ✦ To enhance quality of research and nurture new ideas for excellence of research in the Institute.
- ✦ To encourage consultancy and promote IPR for research pursued in the Institute
- ✦ To strengthen the Industry Institute Interaction that is crucial for Institutes progress
- ✦ To achieve optimum utilization of infrastructure, resources for better output
- ✦ To enhance the quality of teaching-learning process
- ✦ To strengthen student support programs, training for enhancing quality in placements and higher education.
- ✦ To place improved systems for feedback, self appraisal of faculty and staff.

The document provides information on organization of the Institute along with its organization structure, functions, and responsibilities of all four statutory bodies namely Board of Governors (BoG), Academic Council, Board of Studies and Finance Committee as per the UGC guidelines for autonomous colleges. 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.

2. ABOUT THE INSTITUTION

Jawaharlal Nehru Technological University was established in the year 1972 by the government of Andhra Pradesh, India with the primary objective of imparting high quality technical education and promoting applied research and consultancy. JNTUH is one of the premier organizations in the country offering technical education. The University is divided in to four units in the year 2008 and now it is renamed as Jawaharlal Nehru Technological University Hyderabad, Kukatpally, Hyderabad. Apart from four prestigious colleges at Hyderabad, Karimnagar, Manthani and Sultanpur, a total 463 engineering, pharmacy and management colleges are affiliated to JNTUH. Institute of Science and technology is a prime constituent unit of JNTUH offering PG courses in Science and Technology. JNTUH also has constituent units such as School of Information Technology, School of Management Technologies, School of Continuous education, UGC, academic staff college, Bureau of Industrial consultancy services and Innovation Technology Centre. In order to cater to the needs of mankind in the emerging areas of technology, IST is offering various PG programs under various disciplines such as Chemical Technology, Water Resources, Pharmaceutical Sciences, Nano Science and Technology, Biotechnology, Remote Sensing and Satellite meteorology. Centre for Biotechnology, Centre for Environment, Centre for Chemical Sciences and Technology, Centre for Nano science and Technology, Centre for Pharmaceutical sciences, Centre for Spatial Information Technology, Centre for Water Resources are the constituent units of the institution. The basic thrust of these Centres is in the emerging areas of research and education cross fertilizing the fields of Science and Technology of interdisciplinary and multi-disciplinary character. JNTU Institute of Science and Technology has evolved with ambitious Mission and Vision and value based strategic approach to offer Post- Graduate Research Programs in Science and Technology.

2.1 VISION OF THE INSTITUTION

Imparting technical education that encourages Independent thinking develops strong domain of knowledge, hones contemporary skills sand Positive attitudes towards holistic growth of young minds.

2.2 MISSION OF THE INSTITUTION

Providing Quality Education, student-Centred Teaching-learning processes and state-of-art Infrastructure for professional aspirants hailing from both rural and urban areas

2.3 GOALS OF THE INSTITUTION

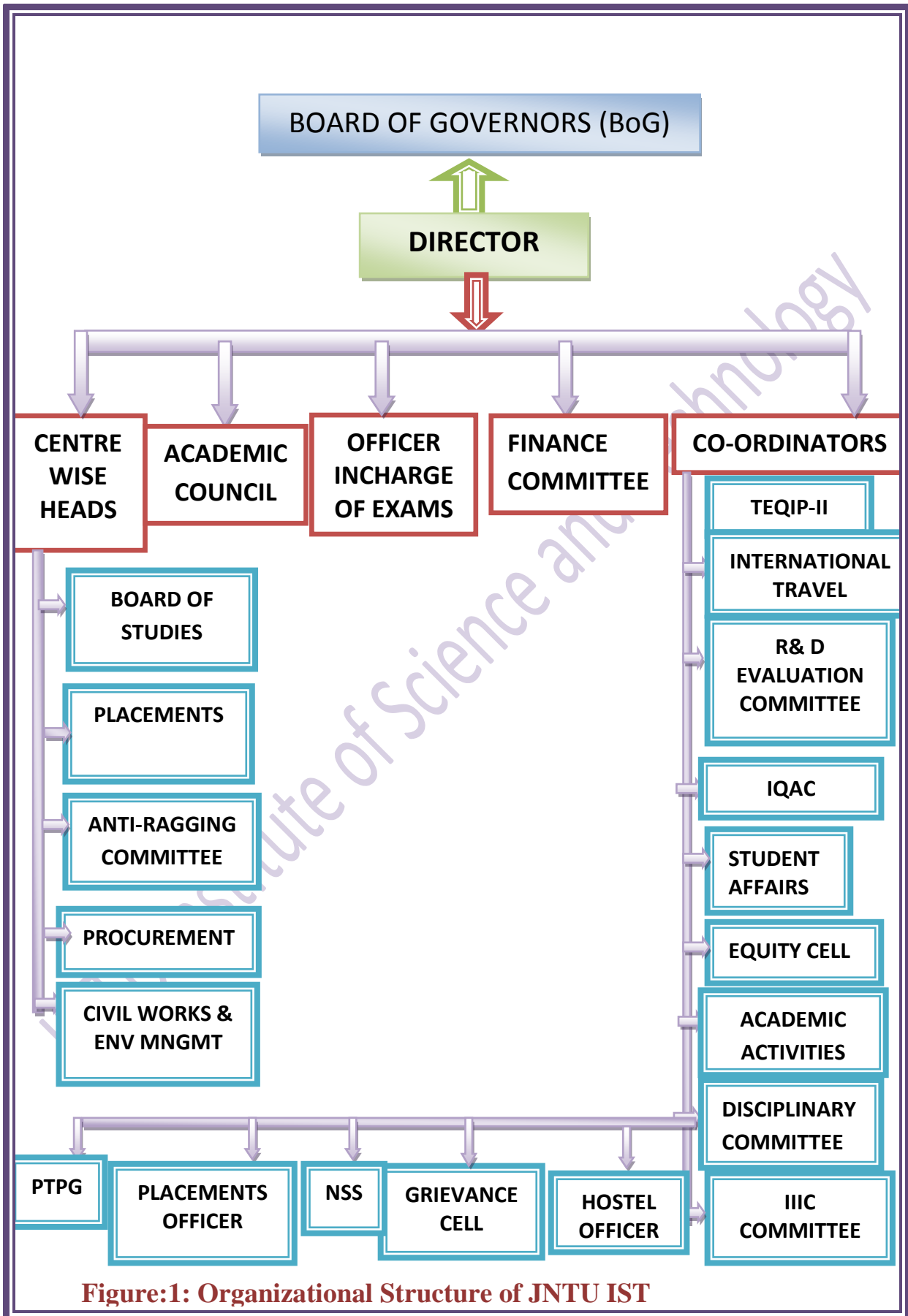
The goals of the Institute in pursuing its mission and vision

- ☆ To get recognized as an Institute that offers good quality teaching and carries out world-class research.
- ☆ To achieve the status of becoming the most preferred destination for best students, teachers and researchers.
- ☆ To promote collaborative and interdisciplinary research for addressing problems of interest to society and industry.
- ☆ To produce committed graduates with appropriate knowledge and skills with a mission to serve.

2.4 ORGANIZATIONAL STRUCTURE OF THE INSTITUTION:

The Board of Governors (BoG) is the ultimate moral support to the Institute in pursuing its strategic Vision and Mission. The Head of the Institution is the Director who is leader of Academic and Administrative Staff of the Institute and is accountable to Board of Governors. The Centres of Institute of Science and Technology (IST) form the Academic Unit of the Institute with Heads and Co-ordinators at various levels of the Institute. The Organizational structure of JNTU Institute of Science and Technology (JNTU IST) is presented in Fig.1.

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3. ROLE OF BOARD OF GOVERNORS OF THE INSTITUTION

3.0 PRINCIPLES OF GOVERNANCE AND MANAGEMENT IN THE INSTITUTION:

JNTU IST is committed to a robust, independent and empowered Governance System. The Board of Governance sets direction and guidelines to the Institute Management through Director. The Management Chain as shown in figure:2 has Director as Head of the Institution instructs who aligns the Operation and Execution in the Institute. The Operational and Execution Chains of the Institute report to the Director who is in turn monitored by the Board of Governors. However, Board of Governors do not directly involve in day to day activities of the Institute.

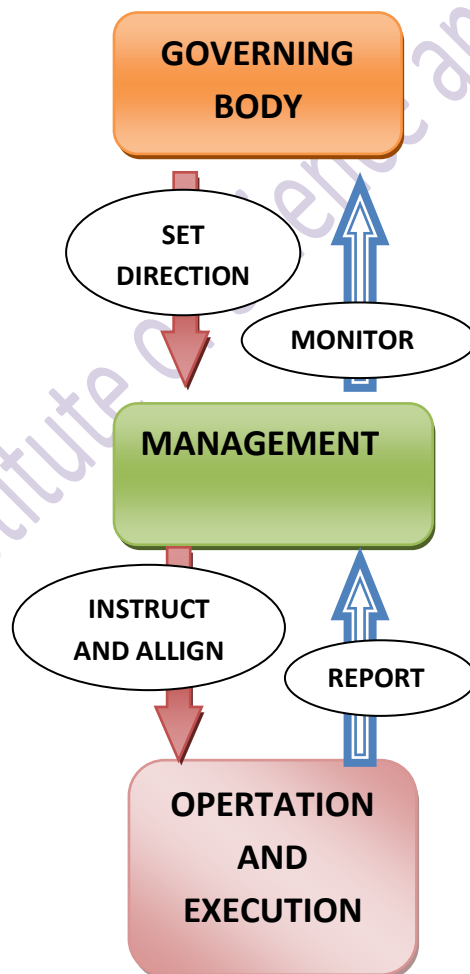


Figure:2: Governance and Management Structure of JNTU IST

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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:

1. Board of Governors (BoG)
2. Academic Council (AC)
3. Finance Committee (FC)
4. Board of Studies (BoS)

The Board of Governors (BoG) was earnestly framed in Compliance with the UGC and JNTUH guidelines for Autonomous Colleges. The Board of Governors is empowered with monitoring of activities of the Institute and suggests activities for growth and overall development of the Institution. The Board of Governors of the Institute has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines for autonomous colleges during the eleventh plan period (2007-2012) (Procs No D1/7204/2012 dated 12-08-2010).

The main objective of the Board of Governors is to offer transparent and effective governance in building and developing the Institution, taking the confidence of all stakeholders. The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional vision is achieved.

3.A. PRIMARY ACCOUNTABILITIES OF BoG

3.A.1. TO APPROVE THE INSTITUTIONAL STRATEGIC VISION AND MISSION:

The Board of Governors has the responsibility to enable the Institute to achieve and develop its mission and primary objectives of learning, teaching and research and ensure that these are aligned with the interests of stakeholders including students, employers, local communities, government and others representing public interests. However, it is the duty of the Head of the Institution to convert strategy into detailed operational planning and execution that is consistent with the values, purpose and mission of the Institution.

A team comprising Head of the Institution, Heads of Centres, Heads of various committees and faculty, students shall formulate a draft institutional strategic plan based on the periodic SWOT analysis as when necessitated and is placed before the Board of Governors for its consideration and approval. The strategic plan can be reviewed once in two years.

3.A.2. TO ESTABLISH AND MONITOR PROPER EFFECTIVE AND EFFICIENT SYSTEM OF CONTROL AND ACCOUNTABILITY OF THE INSTITUTION:

The financial responsibilities of Board of Governors include:

- To ensure solvency of the Institute and safeguarding its assets.
- To approve Financial Strategy of the Institute
- To approve annual operating plans of the Institute
- To ensure that funds provided by funding bodies are in accordance with the terms and conditions specified in any funding agreements/ Memorandum/ Contracts.
- To ensure the existence and integrity of risk management, control and internal governance systems.

Detailed monitoring of financial position and prospects together with the appropriate levels of expenditure approval is delegated to a finance Committee headed by the Head of the Institute. The auditors appointed by the State Government (LF Audit) and JNTUH University shall carry out financial audit of the Institute regularly. The regular audits that are scheduled in the Institute are as follows:

1. Monthly Audit by Finance Committee
2. JNTUH University Audit every year.
3. Local Fund Audit annually
4. AG Audit

The Board of Governors shall receive and approve the audited annual financial statements in a timely fashion.

An internal Sub Committee comprising three senior faculty of the Institute with Director as the Ex-Officio member of the Institute is vested with

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managing Internal Grievances, Managing Conflict of interests, Risk assessment and Management. The members of the committee are rotated duly to ensure impartiality and equal representation across all Centres of the Institute.

Any proposals of procurement items are routed initially through Centre wise Procurement Committees. After evaluation of the Centre wise committee in respective Centres of the Institute the Procurement Committee evaluates and initiates necessary action.

3.A.3 TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS:

The Board of Governors shall advise the institute from time to time in respect of the following:

- ❖ Monitoring Institutional performance against Institutional plans against approved Key performance indicators that are realistic and challenging.
- ❖ Ensuring that the statutory requirements are met in respect of accreditation for the purpose of maintaining quality of education.
- ❖ Benchmarking to be taken up as a tool for performance monitoring to scale up the Institutional credibility.
- ❖ The Head of the Institution in synchronization with the management strives to achieve the Performance targets and presents the status of Institute based on KPIs set by the Board of Governors.
- ❖ Based on the reviews, the Board of Governors shall advise and guide the Institution to address the gaps.

An Internal Quality Assurance Cell (IQAC) is framed as per the recommendations of Board of Governors ensures quality check on the Research activities and consultancy works pursued by the Institute and improvement of its Intellectual property through patents.

3.A.4 TO MONITOR THE PERFORMANCE OF MANAGERIAL/ ADMINISTRATIVE HEADS OF THE INSTITUTION:

The Board of Governors monitors the activities and performance of Head of the Institution. They shall ensure compliance to the University guidelines by the Head of Institution i.e. Director where ever applicable.

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The Board of Governors shall help to create and support global, national and local collaborations and Memorandums between academic partners, Institutions, research and industry and others who support the objectives of the Institution.

The Board of Governors shall formulate the norms for instituting scholarships, fellowships, studentships, prizes. As per the norms, Head of the Institution with recommendation of Academic Council is empowered to consider instituting of scholarships, fellowships, studentships, prizes and certificates and recommend the same to Board of Governors.

The Board of Governors shall consider and approve the request of the Institution to start new courses in the Institute as per the needs and demand of time on recommendation of Head of the Institution and Academic Senate.

3.B.EFFECTIVENESS AND PERFORMANCE REVIEW OF BoG

3.B.1. TO PROMOTE OPENNESS AND TRANSPARENCY:

In order to garner public trust and Institutional integrity, the Institute shall exhibit high ethical standards in promoting openness and transparency. The Head of Institution with the consent of Board of Governors shall establish mechanisms for providing relevant information to students, faculty, and general public on all aspects of institutional activity related to Academic performance, finance and management. The proceedings of Board of governors meeting shall stand open to students, Faculty and Staff of the Institute. The minutes of the meeting shall be available for access in the Institutes website promptly.

3.B.2. TO MAINTAIN REGISTER OF INTEREST OF BoG:

The member secretary shall maintain the register of interests of all members of the Board of Governors along with their resume. The register shall be available to all and is to be maintained up to date.

3.B.3. TO PROMOTE TRANSPARENCY IN SELECTION AND ADMISSION OF STUDENTS:

The admission of students from time to time shall be carried in transparent path. The Institute opens admissions as per the JNTUH University guidelines. The Head of Institute with the consent of Board of Governors shall increase the number of seats in compliance with AICTE, JNTUH University and Telangana State government norms. The Spot admissions for remaining vacancies wherever pursued by the Institute should be widely within and outside the institution. The final list of students that is publicly accessible is made available in the Institute. The list of Students availing Scholarships, Fellowships shall be displayed in Institute notice boards from time to time.

3.C. KEY ATTRIBUTES OF BoG

3.C.1. STRUCTURE AND CONDUCT OF BoG:

As required by the regulatory body, governing body is established and designed to involve interests of all stakeholders involved in Institutional progress. With representation from all stakeholders, the Board of Governors with composition as elaborated in Table.1 shall meet regularly (at least once in a quarter). The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible in implementation of strategic direction and for management of the Institution as advised by the Board of Governors.

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Table. 1 Composition of Board of Governors

Sl. No	Designation	Number	Category	Nature	Period
1	Chairman	01	Educationist	Chairman	As per Institute Guidelines
2	Members	04	Management		
3	Members	02	Senior Faculty of Institute	Nominated by Director based on Seniority	2 Years from date of appointment
4	Member	01	Educationist or Industrialist		2 Years from date of appointment
5	Member	01	UGC Nominee	Nominated by UGC	6 years from date of nomination
6	Member	01	State Government Nominee	Nominated by the State Government	As per State Govt Norms
7	Member	1	University Nominee	Nominated by University	As per University guidelines
8	Member	01	AICTE Nominee	Nominated by AICTE	As per AICTE
9	Member	01	Director of Institute	Ex-Officio	-

3.C.2. ROLES AND RESPONSIBILITIES OF BoG:

The Board of Governors is entrusted with Institutional developmental responsibilities. The Chairman and members of Board of Governors shall always act in the interest of the Institute and ensure that any business or personal association they may have doesn't involve a conflict of interest with the operations of the company and their respective role therein.

3.C.2.1 ROLE OF CHAIR:

The Chair and members of Board of Governors shall exercise their responsibilities fairly and impartially and not as representatives of any constituency, company or organization. The Chairman of Board of Governors assumes the leadership of governing body. Some significant roles and responsibilities of governing body are

- ❖ To provide inspiring leadership for transparent and effective administration.
- ❖ To promote Board of Governors' efficient operation, ensuring that its members have confidence in the procedures laid down for the conduct of business.
- ❖ To ensure that any conflict of interest is identified, exposed, and managed appropriately, in order that the integrity of Governing Body business shall be, and shall be seen to be, maintained.
- ❖ To motivate the members and other committees to function in unison to implement strategic plan of the institution.
- ❖ To encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- ❖ To allow the head of institution to work independently and effectively
- ❖ The Chairman should have a strong personal commitment to higher Education and the values, aims and objectives of the institution.
- ❖ The Chairman shall maintain a good relation with head of the institution and will not participate in day to day functioning of the institution.

3.C.2.2 ROLE OF MEMBERS OF BOARD OF GOVERNORS:

Individual members of Governing Council should at all times conduct themselves in accordance with best interests of stake holders: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They should participate actively and contribute so that role of Governing Council is met. Some of the significant roles and responsibilities of the members are enumerated below:

- To participate and guide in developing strategic plans.
- To attend brainstorming sessions for new initiatives and guide the discussions.

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- To monitor the reviews of processes/procedures and changes in these from time to time.
- To 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 particular subject.

3.D EFFECTIVENESS AND PERFORMANCE REVIEW OF BoG

3.D.1. PERFORMANCE REVIEW OF BoG IN MEETING GOALS AND OBJECTIVES OF THE INSTITUTION:

The Board of Governors shall review their effectiveness regularly. Effectiveness of Board of Governors and that of committees shall be measured against meeting strategic goals and objectives of the institution once in five years against critical benchmark. The review may result in revision of its structure. Independent persons may also be engaged if the Board of Governors wishes to ensure effectiveness in review process.

3.D.2 INDUCTION OF MEMBERS OF BoG AND THEIR DEVELOPMENT:

The members of Board of Governors are inducted based on guidelines of UGC and AICTE for autonomous colleges. The members of Board of Governors are regularly rotated to include the efficient representations from the Institute and providing enough opportunity to all eligible stakeholders. Also members from the Institute shall be given opportunity for further development through Management development programs to discharge their individual and collective responsibilities and scale up in management chain and effective representation in Board of Governors. The Board of Governors shall brief the newly inducted members about their accountabilities, functions of governing body, the terms of their appointment and their responsibilities

3.E REGULATORY COMPLIANCE

Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid down by the State government and JNTUH University. This will be ensured through the report by the Head of the Institution, on regular basis to Board of Governors.

The Board of Governors shall take all final decisions on matters of fundamental concern to the institution. The regulatory compliance of Board of Governors shall include demonstrating compliance with the 'not-for-profit' purpose of the institution and accreditation by national/ international professional bodies to assure quality to all its stakeholders.

4. ROLE OF HEAD OF THE INSTITUTION

The Director is Head of the Institution who leads the academic and administrative Staff. The Head of the institution acts with the guidance and advice of Board of Governors. The Board of Governors reviews the functioning and growth of the institution in relation to the authority delegated to him/her having regard to these that are conferred directly by instruments of governance.

The responsibilities vested with the Head of the Institute/ Director are briefly as follows:

- ❖ To provide academic and administrative leadership to the Centres of the Institute.
- ❖ To set a strategic vision for the Institute in conjunction with the Strategic Group
- ❖ To implement the decisions of BoG in true spirit through proper Institutional management chain and strive for institutions growth.
- ❖ To lead and promote teaching, research and consultancy within the Institute.
- ❖ To maintain appropriate records and documentation as per Statutory requirements.
- ❖ To exercise the financial powers in pursuance of the recommendations of Board of Governors.
- ❖ To ensure that Institute attracts sufficient funding to ensure its future viability;
- ❖ To co-ordinate Institute strategy, research, education, training, and collaboration with Industry and all stakeholders of the Institute.
- ❖ To initiate discussion and consultation with stake holders on proposals concerning Institutes future development and presenting the same to Board of Governors.
- ❖ The Director may exercise such other powers and functions as may be prescribed by rules of the JNTUH University and Telangana State Government.

5. ACADEMIC COUNCIL OF THE INSTITUTION

The **Academic Council** is the voice of the faculty in the Institute. The Council is body that enables the faculty, through shared governance, to exercise its right to participate in the University's governance. The Academic Council will be an advisory body to the Governing Body.

5.1. Composition of Academic Council:

The following is the composition of the Academic Council as per the guidelines of UGC. The term of the nominated members shall be two years.

- a) The Director (Chairman).
- b) Officer In charge of Examinations
- c) One member nominated by the Governing Body of the institute for a tenure of two years.
- d) One senior-most teacher of the institute to be nominated in rotation by the Director for two years.
- e) Heads of all Centres of the Institute

5.2 Functions delegated to Academic Council:

- ✚ The following are the Functions delegated to the Academic Senate
- ✚ To organize National/ International conferences, seminars, symposia etc. in various Centres of the Institute.
- ✚ To suggest syllabi and courses of Institute for consideration of the concerned Board of Studies.
- ✚ To ensure freedom for each faculty member to pursue his/her research work independently.
- ✚ To frame the time table and rationalize the distribution of teaching work amongst the members of all the Centres.
- ✚ To lay down the procedures for the purchase of books, journals, etc., for Library in each Centre.
- ✚ To recommend general policy for providing equitable opportunity to members of all the Centres of IST for deputation to conferences, seminars, symposia, etc., both in India and abroad.
- ✚ To consider cases of condonation of attendance of the students for admission to examination according to University Rules/Regulations.

5.3. Meetings of Academic Council: Academic Council shall meet depending on the need.

6. FINANCE COMMITTEE OF THE INSTITUTION

The Finance Committee ensures a continuing review of the financial affairs of the Institute. The committee's duty is to make appropriate recommendations to the Board or the Executive Committee regarding financial matters. The Finance Committee will be an advisory body to the Governing body in managing finance of the Institute.

6.1 Composition of Finance Committee:

The following is the composition of the Finance Committee as per the guidelines of UGC. The term of the nominated members shall be two years.

- a) The Director (Chairman).
- b) One person to be nominated by the Governing Body of the institute for a period of two years.
- c) Assistant Registrar of the Institute (Finance Officer).
- d) One senior-most faculty of the institute to be nominated in rotation by the head of the institute for two years.

6.2 Functions delegated to Finance Committee: Finance committee shall meet and appraise the Board of Governors on the finance related matters and have following functions.

1. To prepare budget estimates relating to the grant received/receivable from UGC and Income from fees, etc. collected by the college.
2. To prepare audited accounts for the above.
3. To plan proper utilization of resources and do careful funds management.
4. The Committee shall make recommendations and report to the Board on a regular basis.
5. To sanction all the expenditure to procure major equipment as advised by the Governing Body.
6. For constructing new buildings after getting approval from the Governing Body
7. Any other task assigned by the competent authority from time to time.

6.3 Meetings of Finance Committee: Finance committee shall meet at least twice in a financial year. The meeting in the month of March shall be the budget meeting and in September in will be another budget meeting for review.

7. BOARD OF STUDIES

The Board of Studies (BoS) is the basic constituent of the academic system of the Institute. It is primarily responsible for the curriculum design, delivery and assessment carried out in its relevant Centres. There are 6 Board of Studies (BoS) in JNTU IST that includes BoS for each and every Centre. Its principal concerns are:

- a) The general arrangements for teaching and examining the curriculum structure and content
- b) Supervision of the academic progress of students.
- c) It also deals with any other issues referred to it by the Academic Council.

7.1 Functions of BOS

The functions of the BoS in each Centre include:

- a) To 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.
- b) To recommend panels of examiners under the semester system.
- c) To determine details of continuous assessment
- d) To suggest methodologies for innovative teaching and evaluation techniques.
- e) To suggest panel of names to the Academic Council for appointment of paper setters, evaluators, examiners etc.
- f) To coordinate research, teaching, extension and other academic activities in the department/college.
- g) To elaborate discussions starting of new courses programs etc.
- h) To frame model Papers for the guidance of paper-setters where necessary.

7.2 Composition of BOS:

The following is the composition of the BoS.

- a) Head of the department (Chair person)
- b) Faculty at different levels covering different specializations of the program
- c) Two experts in the subject from outside the college, nominated by the Academic Council
- d) One expert from outside the Institute, nominated by the Vice-Chancellor of JNTU
- e) One representative from industry/corporate sector/allied area relating to placement, nominated by the Academic Council.
- f) One postgraduate meritorious alumnus, nominated by the Director.

- g) Two student members nominated by the Director.

7.3 Term of BOS

The term of the nominated members shall be two years

7.4 Meetings of BOS

The meeting may be scheduled as and when necessary, but at least once a year to finalize the syllabi of various programs and courses offered by the Institution.

8. OTHER COMMITTEES IN THE INSTITUTION

The Institute shall set up robust mechanisms to ensure efficient management chain. Various committees shall be embedded in the Institutes administrative and management structure to ensure proper governance at various levels including general administrative affairs.

These committees are briefed below.

1. Procurement Committee.
2. International Travel Scrutiny Committee.
3. R&D Committee.
4. Anti-ragging Committee.
5. Audit Committee.
6. Equity management Committee.
7. Finishing school Committee.
8. Grievance Committee.
9. Disciplinary Committee.
10. Library Committee.
11. Student affairs Committee.
12. IIC Committee.
13. IQAC Committee.
14. Civil works Committee
15. Environment management Committee

8.1 PROCUREMENT COMMITTEE

The Procurement Committee is vested with the responsibility of ensuring compliance of all requisite guidelines during procurement. The procurement routed and recommended by this committee shall be eligible for purchase of teaching aids, equipments, materials, services and all the facilities for all the Centres of IST.

8.1.1. Composition of Procurement Committee: The following is the composition of the Procurement Committee as per the guidelines of UGC.

- The Director (Chairman).
- One person to be nominated by the Governing Body of the institute as Coordinator.
- Two senior-most teacher of the institute to be nominated in rotation by the Head for two years as procurement officers.
- Assistant Registrar of the institute as Nodal Finance Officer.

8.1.2. Functions delegated to Procurement Committee: The following are the Functions delegated to the Procurement Committee

- a) To prepare lists of equipment, chemicals accessories, furniture, stationery, etc., to be purchased, consistent with the requirements and available resources of the department.
- b) To prepare tender documents with the budgetary limits.
- c) To distribute budget equally among all the Centres.
- d) To see that the equipment is in place within the time frame as proposed.
- e) To see that all equipment is operated and maintained properly.
- f) To advise on a policy regarding stock of equipment and consumable stores.
- g) Committee shall be competent to approve the technical specifications and comparative statement relating to procurement of goods and services, on the basis of which the competent authority shall approve the procurement.

8.1.3. Meetings of Procurement Committee: Procurement committee shall meet depending on the need to scrutinize the applications.

8.2. INTERNATIONAL TRAVEL COMMITTEE

The International travel proposals submitted by the faculty of various Centres of the Institution shall be evaluated by an International Travel Committee as per prescribed norms.

8.2.1. Composition of International Travel Committee: The following is the composition of the International Travel Committee as per the guidelines of UGC.

- a) The Director (Chairman).
- b) One person to be nominated by the Governing Body of the Institute.

8.2.2. Functions delegated to International Travel Committee: The following are the Functions delegated to the International Travel Committee.

- a) To impartially and transparently consider proposals received from all the Centres of IST.
- b) To sanction all the expenditure related to the travel as advised by the Board of Governors.
- c) To encourage all faculty members to undergo training.

8.2.3 Meetings of International Travel Committee: International Travel Committee shall meet depending on the need to scrutinize the applications.

8.3. RESEARCH AND DEVELOPMENT (R&D) COMMITTEE

The R& D proposals submitted by faculty of various Centres of the Institute shall be evaluated by Research and Development Committee. The committee shall recommend the proposals evaluating the scope for research and Innovation.

8.3.1. Composition of the R&D Committee: The following is the composition of the R&D Committee as per the guidelines of UGC. The members are nominated by the Governing Body.

- a) The Director (Chairman).
- b) Five persons to be nominated by the Governing Body of the Institute.

8.3.2. Functions delegated to the R&D Committee: The following are the Functions delegated to the R&D Committee.

- a) To encourage staff in the research by giving them good incentives.
- b) To provide facilities to carry out research work.
- c) To evaluate the research work and allot funds to them depending on the need.

8.3.3. Meetings of the R&D Committee: R&D committee shall meet depending on the need to scrutiny the applications.

8.4. ANTI- RAGGING COMMITTEE

To eradicate Ragging within the Campus, the Anti- Ragging Committee shall function as protector of Students against incidents of Ragging in the campus.

8.4.1. Composition of Anti-ragging Committee: The following is the composition of the Anti-ragging Committee as per the guidelines of UGC. The members are nominated by the Head of the Institute.

- a) The Director (Chairman).
- b) One senior-most teacher/faculty of the Institute to be nominated in rotation by the Director for two years.
- c) Squads Incharge to be nominated by the faculty.

8.4.2. Functions delegated to Anti-ragging Committee: The following are the Functions delegated to the Anti-ragging Committee.

- a) To monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.
- b) To ensure compliance with the provisions of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
- c) To conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty / staff or any student or any parent or guardian, as the case may be and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clauses (a) of Regulation 9.1 of UGC.
- d) To keep tabs on the happenings/events related to ragging in campus or off-campus within the hostels and other designed places in the premises.
- e) To enforce rules for the senior students to restrain from ragging junior students.

8.4.3. Meetings of Anti-ragging Committee: Anti-ragging committee shall meet in the beginning of the Academic year and there after depending on the need to take action.

8.5. AUDIT COMMITTEE

Audit Committee ensures the existence and integrity of risk management, control and internal governance systems and monitoring. The Audit Committee shall scrutinize the financial reports of the Institute from time to time.

8.5.1. Composition of the Audit Committee: The following is the composition of the Audit Committee as per the guidelines of UGC. The members are nominated by the Governing Body.

- a) The Director (Chairman).
- b) One person to be nominated by the Governing Body of the Institute.

8.5.2. Functions delegated to the Audit Committee: The following are the Functions delegated to the Audit Committee.

- a) To Receive and approve annual accounts.
- b) For periodically monitoring the capital and operating expenses (at least once in a quarter).
- c) To ensure that there is a clear and quantified scheme of financial delegated authority of approval and Expenditure to managers at appropriate levels.

8.5.3. Meetings of the Audit Committee: The meetings of the Audit committee are conducted as per the type of audit as follows.

- a) Finance audit by Finance Committee is carried out monthly.
- b) Local Fund audit and Annual General Audit carried out yearly.
- c) Statutory audit is carried out yearly

8.6. EQUITY MANAGEMENT COMMITTEE

Equity management Committee ensures that equality persists between all the faculty and students in their development regarding their academics.

8.6.1. Composition of the Equity management Committee: The following is the composition of the Equity management Committee as per the guidelines of UGC.

- a) The Director (Chairman).
- b) Two persons to be nominated by the Governing Body of the Institute.

8.6.2. Functions delegated to the Equity management Committee: The following are the Functions delegated to the Equity management Committee

- a) To encourage all faculty members for undergoing training.
- b) To encourage them to participate in seminars, workshops and international conference.
- c) To identify the academic weak students from all Centres and arrange for remedial coaching and extra practical training.
- d) To conduct classes in personality development and communication skills.

8.6.3. Meetings of the Equity management Committee: The meetings of the Equity management committee are conducted depending on the need of action.

8.7. FINISHING SCHOOL COMMITTEE

In order to encourage Placements in the Institute and to organize programs in order to make the students industry ready, the Finishing Committee

8.7.1. Composition of Finishing School Committee: The following is the composition of the Finishing school Committee as per the guidelines of UGC.

- a) The Director (Chairman).
- b) Three persons to be nominated by the Governing Body of the Institute.

8.7.2. Functions delegated to Finishing School Committee: The following are the Functions delegated to the Finishing school Committee

- a) To identify academically weak students and disadvantaged sections of the society from every Centre of IST.
- b) To design remedial measures in the form of coaching classes and problem solving sessions for successful learning.
- c) To prepare the budget estimate and to get the approval from Director for all the training programs /coaching classes.
- d) To organize training/coaching classes for improving the communication skills of the students.
- e) To prepare schedule and arrange special Group discussions, mock interviews to bring them at par with the industry needs.

8.7.3. Meetings of Finishing school Committee: Finishing school committee shall meet depending on the need to scrutiny the applications.

8.8. GREIVANCE COMMITTEE

Grievance Committee of the Institute is responsible for implementation of the Code of conduct and resolves any problems faced by the students and Staff of the Institute. The Committee receives complaints through Complaint boxes placed at each of the Centres of Institution and in Administrative Office premises.

8.8.1. Composition of Grievance Committee: The following is the composition of the Grievance Committee as per the guidelines of UGC.

- a) The Director (Chairman).
- b) Two persons to be nominated by the Governing Body of the institute

8.8.2. Functions delegated to Grievance Committee: The following are the Functions delegated to the Grievance Committee

- a) To receive complaints from the concerned faculty members
- b) To study the complaint in detail.
- c) To recommend appropriate action based on the problem.
- d) To ensure maintenance of gender equality in conduct of all members of the Institute.
- e) To avoid any incidents of Sexual Harassment at Work places and in academic circles.

8.8.3. Meetings of Grievance Committee: Grievance committee shall meet depending on the need for action on receipt of complaints.

8.9. DISCIPLINARY COMMITTEE

Disciplinary Committee is concerned with ensuring the stake holders obey rules and regulations of the Institute and JNTUH University. They are also responsible for enforcement of rules if any one does not comply with the stipulated rules.

8.9.1. Composition of Disciplinary Committee: The following is the composition of the Disciplinary Committee as per the guidelines of UGC. The term of the nominated members shall be two years.

- a) The Director (Chairman).
- b) Two person to be nominated by the Governing Body of the institute

8.9.2. Functions delegated to Disciplinary Committee: The following are the Functions delegated to the Disciplinary Committee

- a) To provide counseling for students to restrain from ragging.
- b) To provide good environment among the students.

8.9.3. Meetings of Disciplinary Committee: Disciplinary committee shall meet at least once in a year during start of Academic Course and whenever needed thereafter.

8.10. LIBRARY COMMITTEE

Library Committee is concerned with making sure that students obey rules or regulations regarding lending books, journals, etc. This shall also be responsible for activities undertaken under e- Library which is a repository of online journals, websites and digital study material.

8.10.1. Composition of Library Committee: The following is the composition of the Library Committee as per the guidelines of UGC. The term of the nominated members shall be two years.

- a) The Director (Chairman).
- b) One person to be nominated by the Governing Body of the institute

8.10.2. Functions delegated to Library Committee: The following are the Functions delegated to the Library Committee

- a) To Receive list of required books from all the Centres
- b) To provide good number of books and journal for the academic usage
- c) To provide good place for the library

8.10.3. Meetings of Library Committee: Library committee shall meet depending on the need

8.11. STUDENT AFFAIRS COMMITTEE

Student affairs Committee is concerned with students for conducting and encouraging events like competitions, fests and other activities for students.

8.11.1. Composition of Student affairs Committee: The following is the composition of the Student affairs Committee as per the guidelines of UGC. The term of the nominated members shall be two years.

- a) The Director (Chairman).
- b) One person to be nominated by the Governing Body of the institute.

8.11.2. Functions delegated to Student affairs Committee: The following are the Functions delegated to the student affairs committee

- a) To conduct internal Cultural activities of the Institute.
- b) To provide platform for the students to involve in co-curricular activities.

8.11.3. Meetings of Students affair Committee: Student affairs committee shall meet depending on the need.

8.12. IIC COMMITTEE

The Industry Institute Interactions Committee (IIIC) maintains good industry interactions. They shall scrutinize the proposals from faculty of the Institute for Research Collaboration and field visits to the Institute be arranged for students.

8.12.1. Composition of IIC Committee: The following is the composition of the IIC Committee as per the guidelines of UGC. The term of the nominated members shall be two years.

- a) The Director (Chairman).
- b) One person to be nominated by the Governing Body of the institute.

8.12.2. Functions delegated to IIC Committee: The following are the Functions delegated to the IIC committee

- a) To call industries experts on regular basis (at least one expert per month) for interaction with students and faculty.
- b) Above committee will ensure that the industry experts from their fields are regularly invited.
- c) To scrutinize proposals of Collaboration of Centres of Institute with the Industry.
- d) To facilitate Industrial visits to the Students for field experience.

8.12.3. Meetings of IIC Committee: IIC committee shall meet depending on the need.

8.13. IQAC COMMITTEE

The Internal Quality Assurance Committee (IQAC) maintains good quality of the education and research in the institute. The Committee oversees scaling up of research and innovation in the Institute.

8.13.1. Composition of IQAC Committee: The following is the composition of the IQAC Committee as per the guidelines of UGC. The term of the nominated members shall be two years.

- a) The Director (Chairman).
- b) One person to be nominated by the Governing Body of the institute

8.13.2. Functions delegated to IQAC Committee: The following are the Functions delegated to the IQAC committee

- a) To keep track of quality of Research and Consultancy activities pursued by the institute.
- b) To monitor the quality of papers published and their impact factor, oversee patents applied and research pursued by faculty and students of the institute.
- c) To oversee the quality of papers published and Project dissertations/ Thesis published by the Students.

8.13.3. Meetings of IQAC Committee: IQAC committee shall meet depending on the need.

8.14. CIVIL WORKS COMMITTEE

The civil works Committee maintains good quality of the buildings and infrastructure in the institute. They shall oversee the need of any new infrastructure in the Institute.

8.14.1. Composition of Civil works Committee: The following is the composition of the Civil works Committee as per the guidelines of UGC. The term of the nominated members shall be two years.

- a) The Director (Chairman).
- b) Four persons to be nominated by the Governing Body of the institute.

8.14.2. Functions delegated to Civil works Committee: The following are the Functions delegated to the Civil works committee

- a) To examine the proposals to renovate old buildings.
- b) To examine the proposals repairs in laboratory or classroom or toilet
- c) To provide spacious laboratories for Academic research.

8.14.3. Meetings of Civil works Committee: Civil works committee shall meet depending on the need.

8.15. ENVIRONMENT MANAGEMENT COMMITTEE

The Environment management Committee maintains environment related issues in the institute.

8.15.1. Composition of Environment management Committee: The following is the composition of the Environment management Committee as per the guidelines of UGC. The term of the nominated members shall be two years.

- a) The Director (Chairman).
- b) One person to be nominated by the Governing Body of the institute.

8.15.2. Functions delegated to Environment management Committee: The following are the Functions delegated to the Environment management committee

- a) To implement clean and green environment, sewerages systems, lighting etc., within the institute.
- b) The Committee will review the adequacy of resources available for management of the environment friendly practices in the Institute.
- c) To oversee and establish a network of robust Rainwater Harvesting Systems in the Institute.

8.15.3. Meetings of Environment management Committee: Environment management committee shall meet depending on the need.