

1. The prime duty of the BoG is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priority as time passes. It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders viz students, parents, alumni, employers, local communities, government and others representing public interest.

Board of Governors (BOG)

The BoG should be supported by various other committees in aspects like revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BOG suggestions.

The strategic plan may be reviewed once in four years.

A . To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability

The **Board of Governors** shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- Submit to the AFRC/State Government the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college, on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the College Academic Committee.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

B . 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:

- Timely submission of documents for accreditation
- 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 ensure credibility in the society for the institution
- Carrying out gap analysis and indentifying the areas for improvement.

C . To put in place suitable arrangements for monitoring the performance of managerial and administrative positions

In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by the Board of Governors.

2 . Openness and transparency in the operation of governing bodies

Members of Board of Governors shall ensure that

- The Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of decentralisation
- The Head of the institution shall plan the future growth of the institution
- The required documentation is maintained to meet the statutory requirements
- That processes to evaluate the performance of Head of institution are established.

A . To promote of transparency and openness at every level

- All the minutes of meetings of various committees should be available for the important stake holders
- Preparing annual reports showing the activities in an academic year and putting the report on the website.
- Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are widely publicised both within and outside the institution.

B. To maintain register of interests

All members of BOG shall give a declaration of interests, if any in the working of the institute. The register of interests should be collected and made available to the stakeholders and keep them updated whenever necessary.

C. KEY ATTRIBUTES OF GOVERNING BODIES

The BoG has been constituted in accordance with the guidelines of the UGC for autonomous colleges. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carry out primary responsibilities for duration of two years.

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 to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.