



**J.B.INSTITUTE OF ENGINEERING AND TECHNOLOGY**

**(UGC AUTONOMOUS)**

Accredited by NAAC, Approved by AICTE & Permanently affiliated to JNTUH

# **Code of conduct Policy-BOG**

**J.B.INSTITUTE OF ENGINEERING AND TECHNOLOGY**

**(UGC Autonomous)**

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## **Code of Conduct – Governing Body**

### **BOARD OF GOVERNORS**

#### **Need for Good Governance:**

Independent and fully empowered Governing Body to:

- ❖ Support a stated vision, mission and objectives.
- ❖ Foster a stimulating environment and culture to attract talented faculty.
- ❖ Nurture a culture of innovation that improves productivity and support the sustainability and development of the institution.
- ❖ Forge Global, National and Local collaborations with Academic partners, research and industry to realize the vision.
- ❖ Develop a coherent strategy and sustainable growth development path.

#### **Scope of Good Governance:**

The benefits of Good Governance are demonstrated through:

- ❖ Integrity in appointments in all levels, both external and internal.
- ❖ Strong leadership and management skills in all of the places where they are needed.



- ❖ Processes in place for monitoring the quality of teaching and learning, within institutions for improving that quality with appropriate student involvement.
- ❖ Processes in place to deliver improvements in research quality.
- ❖ Lean and Competent administration.
- ❖ Robust and transparent financial systems, especially regarding procurement and strong external and internal audit.
- ❖ Effective and transparent mechanisms to determine remunerations at all levels.
- ❖ Strong Human Resources processes such as appraisal, development and dealing with poor performance.
- ❖ Effective student support arrangements.
- ❖ Student participation in management and governance at all levels.
- ❖ Contribution to better performance in accreditation.
- ❖ Focused awareness in institutional outputs, especially increased employability.

### **Genesis of the Institution:**

JB Group of Educational Institutions Started in 1993 by Late. Shri J. Bhaskar Rao, Founder & Founder Chairman. He has the Vision of "Providing Quality Education from K.G. to P.G for Everyone" with Envisaged Importance of Multi Disciplinary Campus. J.B. Institute of Engineering and Technology



has been started in 1998 and soon it became as one of the Top 10 Colleges in the state.

### **Vision of the Institute:**

To be a Centre of Excellence in Engineering and Management Education, Research and Application of knowledge to Benefit Society with Blend of Ethical Values and Global Perception.

### **Mission of the Institute:**

- ✚ To provide world class engineering education, encourage research and development.
- ✚ To evolve innovative applications of technology and develop entrepreneurship.
- ✚ To mould the students into socially responsible and capable leaders.

### **Quality Policy:**

J.B. Institute of Engineering and Technology is committed to provide quality education to the students enabling them to excel in the fields of science, Engineering, Technology and Management to cater to the changing and challenging needs of the society and industry.



### Approval:

The Programs run by the institution are approved by All India Council for Technical Education (AICTE), New Delhi.

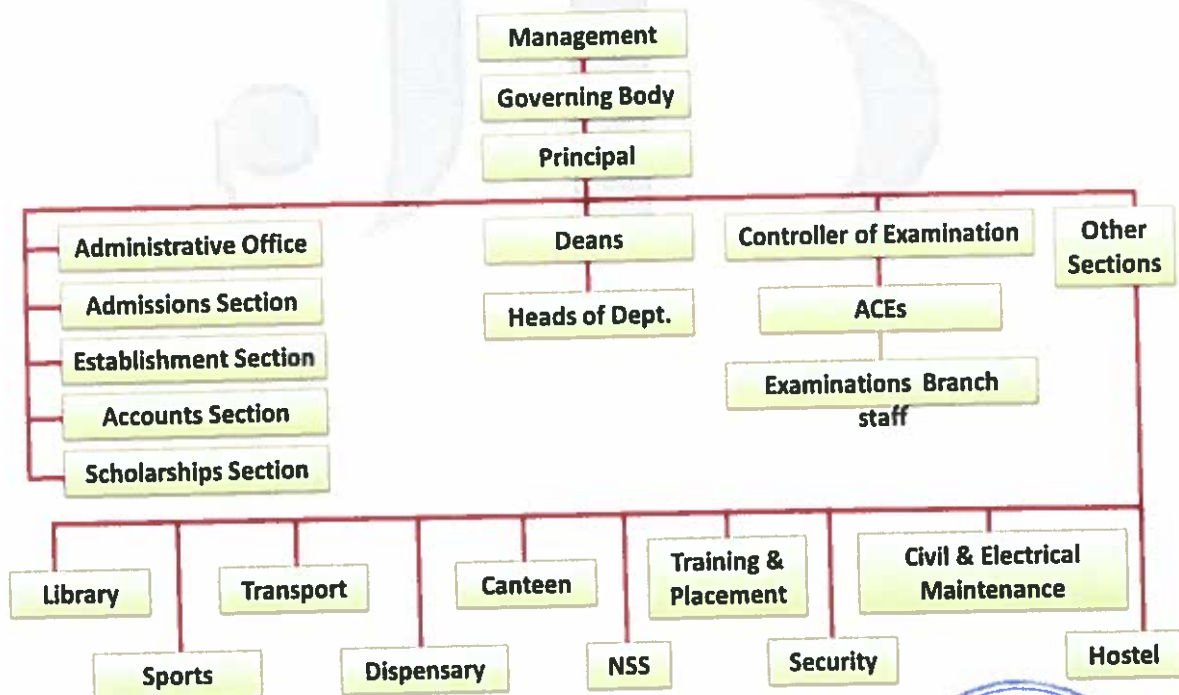
### Affiliation:

The institution is affiliated to Jawaharlal Nehru Technological University Hyderabad (JNTUH), Hyderabad.

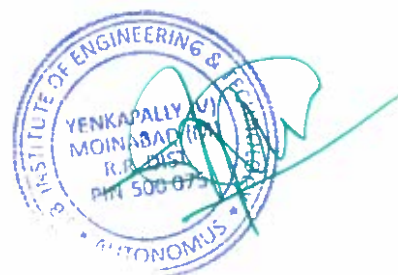
### Autonomy:

The Institution was conferred Autonomy by UGC, New Delhi w.e.f Academic year 2014-15.

### Organization Chart:



- The Board of Governors is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.
- The Board of Governors of the college has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines for autonomous colleges during the eleventh plan period (2007-2012)(as modified up to 8th January, 2013).
- The main objective of the Board of Governors (BOG) is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.
- J.B. Institute of Engineering & Technology, in one of its executive meetings resolved to have an eminent educationist as the chairman of the Board of Governors, even though the UGC empowers the president of the society as the chairman of BOG.
- The JBIET felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future.

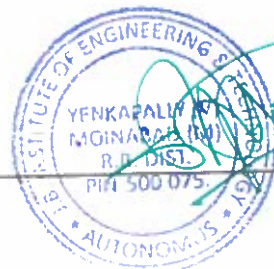


## THE PRIMARY ACCOUNTABILITY

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 mission is achieved.

### ● TO APPROVE THE MISSION AND STRATEGIC VISION OF THE INSTITUTION

- 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 that is students, parents, alumni, employers, local communities, government and others representing public interest.
- 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 five years.

● **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.

- To submit 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 Academic Council.
- 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.



- **TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS**

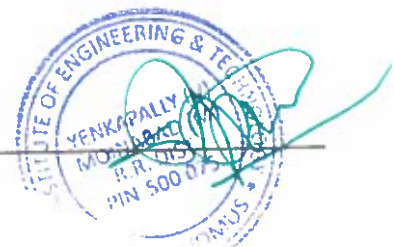
The Board of Governors shall advise the institute from time to time in respect of the following:

- Timely compliance of documents for accreditation
- Ensuring that the statutory supplies 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 identifying the areas for improvement.

- **TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS**

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 reorganization



- The Head of the institution shall plan the future growth of the institution
- Processes to evaluate the performance of Head of institution are established.
- The required documentation is maintained to meet the statutory requirements

#### ● **OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES**

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.

#### ● **TO PROMOTE OF TRANSPARENCY AND OPENNESS AT EVERY LEVEL**

- All the minutes of meetings of various committees must be available for the important stake holders
- Preparation of annual reports showing the activities in an academic year and putting the report on the website.



- **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 in identifying the areas for improvement.

- **TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS**

- 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 publicized both within and outside the institution.

### **MANAGING THE KEY ATTRIBUTES OF GOVERNING BODY**

- 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.



### Functions of the Academic Council:

The Academic Council shall have powers to:

(a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

(b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.

(c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

(d) Recommend to the Governing Body proposals for institution of new programmes of study.

(e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.



(f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

(g) Perform such other functions as may be assigned by the Governing Body.

### **Functions of Board of Studies:**

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

(a) 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) Suggest methodologies for innovative teaching and evaluation techniques;

(c) Suggest panel of names to the Academic Council for appointment of examiners; and

(d) Coordinate research, teaching, extension and other academic activities in the department/college.



### Functions of the Finance Committee:

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

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



**Principal**

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