

GOVERNANCE GUIDELINES

HERITAGE INSTITUTE OF TECHNOLOGY

**(Declared as an Autonomous Institute by UGC,
affiliated to West Bengal Univ. of Technology)**

ANANDAPUR, KOLKATA

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GUIDING PRINCIPLES FOLLOWED

INTRODUCTION:

A system of good governance ensures that Educational Institutions are run by an independent and fully empowered Board of Governors with representation from key constituents such as Government, Faculty, Alumni, Industries and Students. A good governance system helps create a stimulating eco system to attract talented faculty and motivate them through a performance based reward system. The role of the Board of Governors is vital in developing global collaboration and partnership with academic, research and productive organization.

GOOD GOVERNANCE

Good and effective governance means strengthening the rule of law and a legal framework for organizational growth and managing development and delivering quality output by providing a democratic, proactive, responsive and responsible system.

Good governance involves accountability, transparency, discipline, responsibility, fairness and social / moral equity. Each Institute should adopt a social ethics which incorporates the Institute values and to which all the Board Members and the Principal can commit themselves.

This document of governance has been evolved and the provisions are being practised on the basis of :

- i) Norms of University Grants Commission (UGC)
- ii) TEQIP Good Practice Guides for Governing Bodies
- iii) Statues, Rules & Regulations of this Institution
- iv) Best Practices of Institution at present.

The objective of bringing out this document is to put on record the structure and practices for governance at Heritage Institute of Technology which have resulted in efficient functioning leading to overall quality enhancement.

The document has been subdivided into two chapters for convenience of handling the issue. In Chapter 1, the focus is on: background of the Institute, Vision & Mission of the Institution, Organogram, Academic Council and Board(s) of Studies, Finance Committee and Head of the Institution. Chapter 2 covers the role of the BOG under various sub heads, viz., Primary Accountability, Openness & Transparency in the operation of the BOG, Transaction of Business, Key Attributes of the BOG, Functions of Member-Secretary, Effectiveness and Performance Review of Governing Bodies and Regulatory Compliances.

CHAPTER – I

Institution:- Inspired by the noble cause of education and philanthropic zeal, a group of twenty two like minded industrialists in Kolkata established in 1990 the Kalyan Bharati Trust (KBT), a public charitable foundation, to promote and to provide Higher Education in the country and in the State of West Bengal, in particular. To achieve KBT's objective, Heritage Institute of Technology (HIT-K) was set up in 2001, which has been conferred the autonomous status by the UGC in 2014, initially for a period of 6 (six) years.

HIT-K was set up with a view to creating a Centre of Excellence in technical education in Eastern India. The aim is to be a leader in technical education in the country and to be at par with the best in the World. Since inception HIT-K has been fortunate to attract the best possible faculty and has created one of the finest infrastructures available in West Bengal. All its eligible B.Tech programmes are accredited by NBA, a statutory authority of the Govt. of India, with a validity of 5(five) years for the department of Computer Science & Engineering and 2(two) years for other departments. There are further expansions plans which are intended to be implemented in phases to elevate the status of this institute to that of a private University.

A harmonious integration of valued traditions with modern outlook is the guiding principles behind the development of the academic environment that constitutes the basic philosophy of the Institute.

A1. VISION AND MISSION OF THE INSTITUTION:

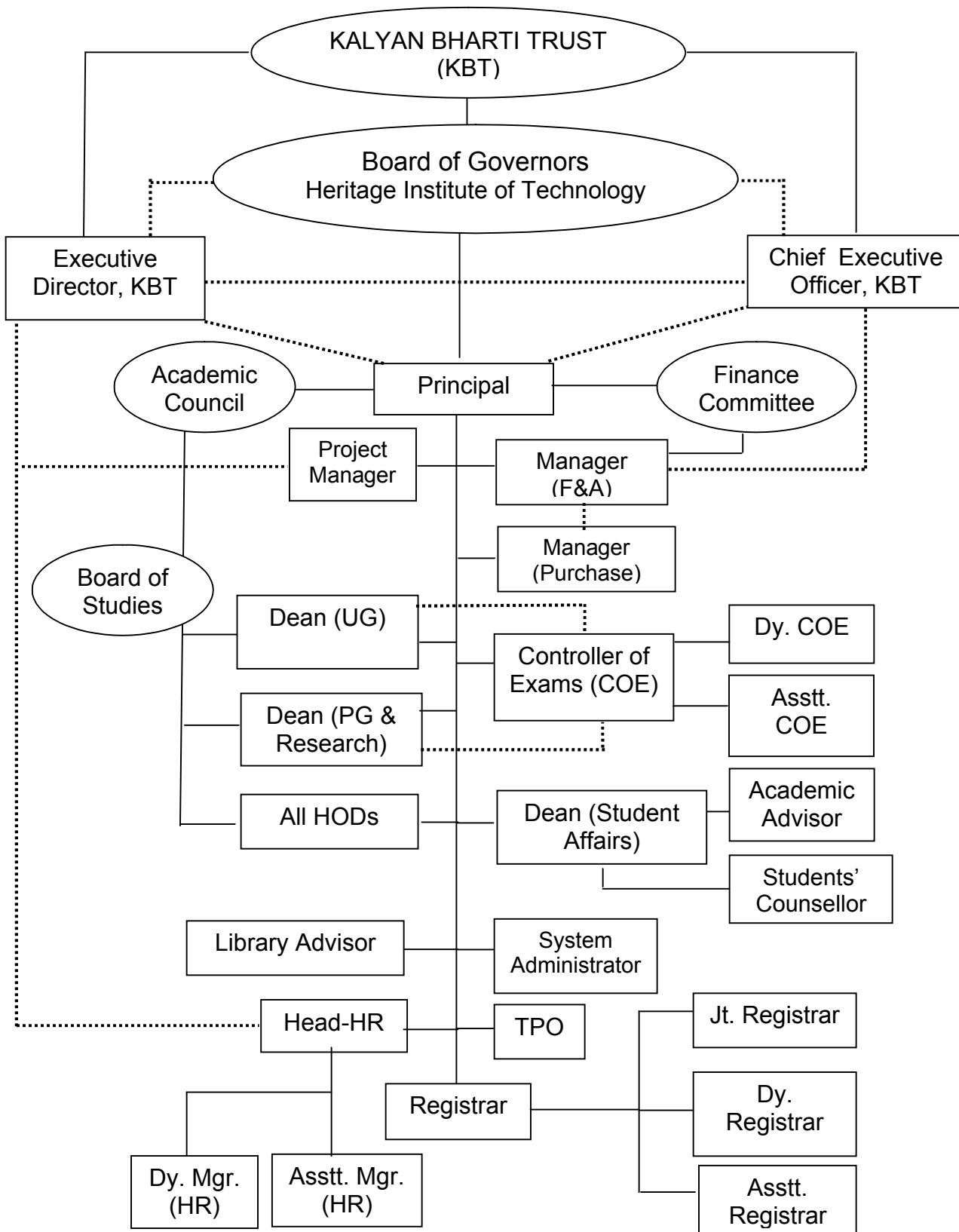
VISION:

To prepare dynamic and caring citizens to meet the challenges of global society while retaining their traditional values

MISSION

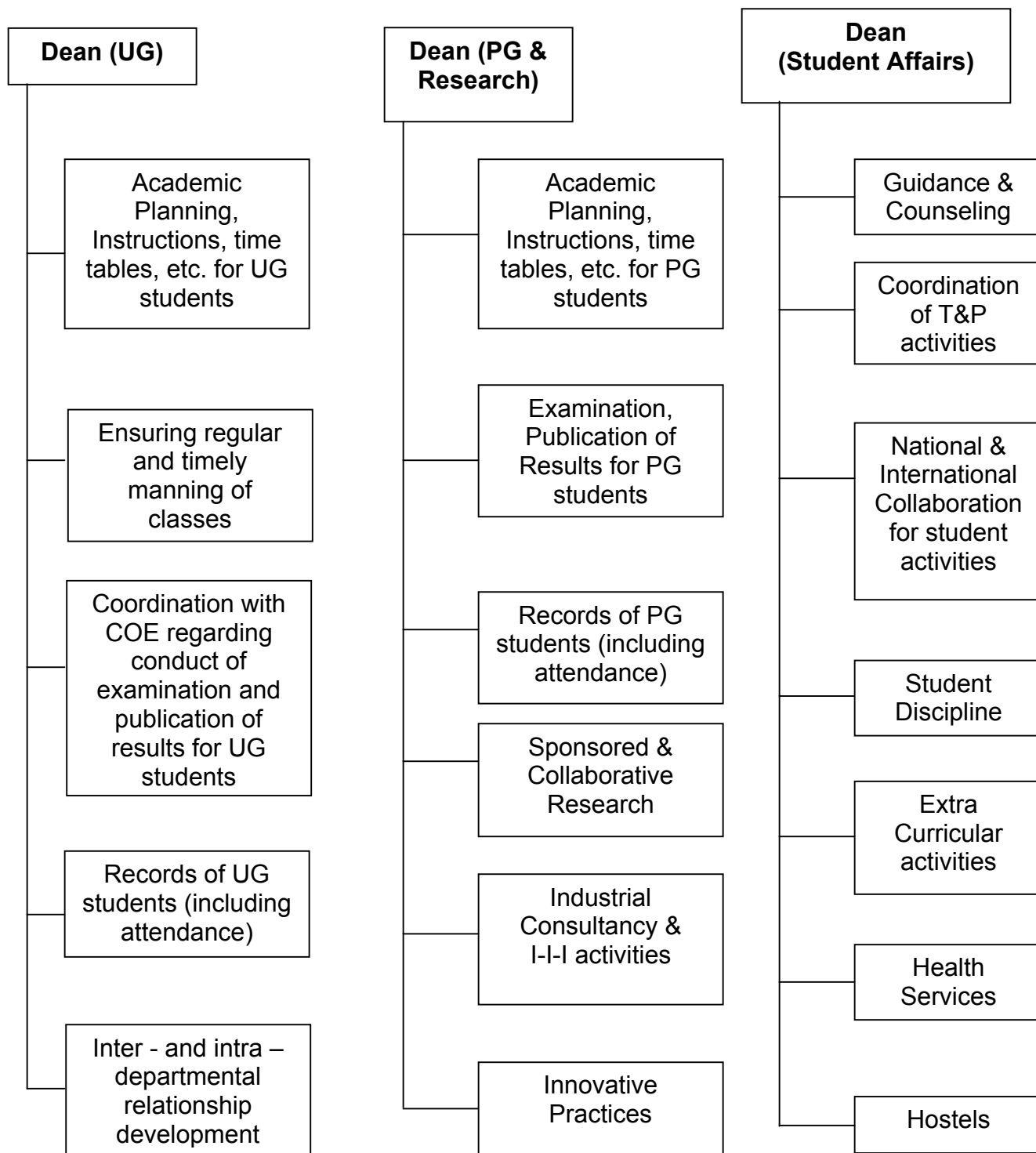
- To prepare students with strong foundation in their disciplines and other areas of learning
- To provide an environment for critical and innovative thinking, and to encourage life-long learning
- To develop entrepreneurial and professional skills
- To promote research and developmental activities and interaction with industry
- To inculcate leadership qualities for serving the society

A2: BASIC ORGANIZATIONAL STRUCTURE (ORGANOGRAM)



NB: Levels do not indicate positional status and hierarchy. Individual designations may change from time to time, with the approval of the competent authority, without disturbing the basic structure.

A3. FUNCTIONAL AREAS OF DEANS :



A4. BOARD OF GOVERNORS (BOG):

Board of Governors of the Institute has been constituted as per the norms of University Grants Commission which is the regulatory authority for approving Autonomous Status to any Institute in India. Its main function is to ensure that stake holders, including students, faculty and institutional management, as well as those from the wider society, have full confidence and trust in the institution and that all those who have Governance responsibilities and accountability, both within and outside institute, carry these out effectively.

A4.1 COMPOSITION OF BOG:

The Management of Heritage Institute of Technology shall be vested on the Board of Governors which shall have the following composition:

- (i) Chairman to be nominated by the Kalyan Bharti Trust
- (ii) 4 (four) members, other than Chairman, to be nominated by the Kalyan Bharti Trust
- (iii) 1 (one) Educationist / Industrialist to be nominated by the Kalyan Bharti Trust
- (iv) Nominee of the UGC
- (v) Nominee of the Govt. of West Bengal
- (vi) Nominee of WBUT
- (vii) 2 (two) members of faculty to be nominated by the Principal based on seniority
- (viii) Principal, Heritage Institute of Technology (Ex-Officio)

N.B.:

Term :

- (i) 2 (two) years, except for the UGC nominee whose term will be a full 6 (six) years.
- (ii) Meeting : At least twice a year

A4.2 POWERS & FUNCTIONS OF BOG:

The Board of Governors shall be responsible for proper management of the affairs of the Institute and may exercise all such powers and discharge all such functions as may be necessary for the purpose.

In particular and without prejudice to the generality of the foregoing provision, the Board of Governors, in order to provide the instructional and other services necessary for the efficient and effective functioning, shall exercise the following powers and discharge the following duties:

(i) to create teaching, administrative, technical and other posts under the Institute and to ratify appointments thereto for the efficient management of the affairs of the Institute and to regulate their recruitment and conditions of service, in accordance with the Statutes, Rules & Regulations of the Institute and the relevant provisions made by other competent authorities like AICTE, UGC, WBUT and the Govt. of West Bengal

(ii) To provide necessary guidance for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline

(iii) To review the results of examinations and to suggest for academic improvements on the recommendations of the Academic Council

(iv) To ensure that all information returns, reports and other materials as required by AICTE / UGC / WBUT or the Govt. of West Bengal are made available promptly

(v) To make sure that directions issued by WBUT are carried out expeditiously

(vi) To hold, control and administer the properties and funds of the Institute

(vii) To approve the Annual Budget on the recommendations of the Finance Committee and sanction expenditure as may be required

(viii) To provide for promotion of welfare of students, their residences, health, recreation and sports and to exercise such supervision and control as will secure discipline, health and well being of the students

(ix) To enter into agreements for and on behalf of the Institute which will be signed by the Principal as the Member Secretary of the Board of Governors

(x) To appoint Committee(s) or Sub-Committee(s) for disposal of any business of the Institute or for rendering advice in any matter pertaining to the Institute

(xi) To delegate to such extent, as it may deem necessary, any of its powers to any senior member of faculty or Committee or Sub-committee constituted by the Board of Governors

(xii) To perform such other additional functions and to carry such duties as may, from time to time, be assigned to it by the Kalyan Bharti Trust.

A5. ACADEMIC COUNCIL (AC):

The Academic Council, the highest academic body of the Institute, involves in scrutinising and approving the proposals of the Board of Studies with regard to courses of study, academic regulations, curriculum, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, panel of examiners and moderators etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration by the Board of Studies or reject it, after giving reasons to do so. It will approve the result of semester examination and normalize the performance of the students, if the Council so desires.

A5.1 COMPOSITION OF ACADEMIC COUNCIL:

There shall be an Academic Council consisting of the following members :

PrincipalChairman

Dean(UG) and Dean (PG & Research)Members

All HODsMembers

4 Nos. teachers of the Institute representing different categoriesMembers
of teaching staff by rotation on the basis of seniority of service in the Institute

Not less than 4 experts from outside the Institute representingMembers
such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc.,
to be nominated by the BOG

3 nominees of the UniversityMembers

A faculty member nominated by the Principal Member Secretary

N.B.: The term of nominated members shall be 2 (two) years.

A5.2 POWERS & FUNCTIONS OF ACADEMIC COUNCIL:

(i) To scrutinise and approve the proposals of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, panel of examiners etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Boards of Studies or reject it, after giving reasons to do so

(ii) To make regulations regarding the admission of students to different programmes of study in the Institute

(iii) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels

- (iv) To make proposals to the Board of Governors for establishment of a new department / centre for study and research
- (v) To recommend to the Board of Governors proposals for institution of new programmes of study
- (vi) To recommend to the Board of Governors institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same
- (vii) To submit each year its Annual Report to the Board of Governors
- (viii) To perform such other functions as may be assigned by the Board of Governors.

A6. BOARD(S) OF STUDIES (BOS):

The Board(s) of Studies have been formed to look after different academic objectives of the Institute.

A6.1 COMPOSITION OF BOARD OF STUDIES:

Department-wise **Boards of Studies (BOS)** will have the following **composition** :

HOD concerned Chairman

All regular members of faculty of the department..... Members

Two experts in the subject from outside the Institute Members
to be nominated by the Academic Council

One expert to be nominated by the Vice Chancellor Member
from a panel of six recommended by the Institute Principal

One representative from industry / corporate sector / allied..... Member
area relating to placement

One meritorious alumnus to be nominated by the Principal..... Member

The term of nominated members shall be 2 (two) years

N.B.: The Chairman, Board of Studies may, with the approval of the Principal, specially invite:

- a) Experts from outside the Institute whenever special courses of study are to be formulated
- b) One Member of Faculty from each of the supporting departments
- c) Other member(s) of staff of the same department.

A6.2 POWERS & FUNCTIONS OF BOARD OF STUDIES:

- (i) To 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
- (ii) To suggest methodologies for innovative teaching and evaluation techniques
- (iii) To suggest panel of names to the Academic Council for appointment of examiners and moderators
- (iv) To coordinate research, teaching, extension and other academic activities in the department / Institute.

A7. FINANCE COMMITTEE OF THE INSTITUTE:

A7.1 COMPOSITION OF THE FINANCE COMMITTEE:

The Finance Committee shall have the following composition:

Principal Chairman

A person nominated by the Board of Governors for a period of 2 years Member

A senior teacher of the Institute to be nominated in rotation
by the Principal for 2 years.....Member

A7.2 POWERS & FUNCTIONS OF THE FINANCE COMMITTEE:

The Finance Committee will be an Advisory Body to the Board of Governors and will meet at least twice a year.

- (i) To prepare budget estimates before the commencement of the financial year
- (ii) To shall maintain a watch over the progress of income and expenditure provided for in the Budget
- (iii) To prepare revised estimate after the 2nd quarter of a financial year
- (iv) To make necessary arrangement for auditing the accounts at the close of a financial year.

N.B.: No expenditure which is not covered by the budget grants or which is in excess of the budget provisions may be incurred without consideration of the Finance Committee and prior approval of the Board of Governors.

A8 PRINCIPAL / HEAD OF THE INSTITUTION

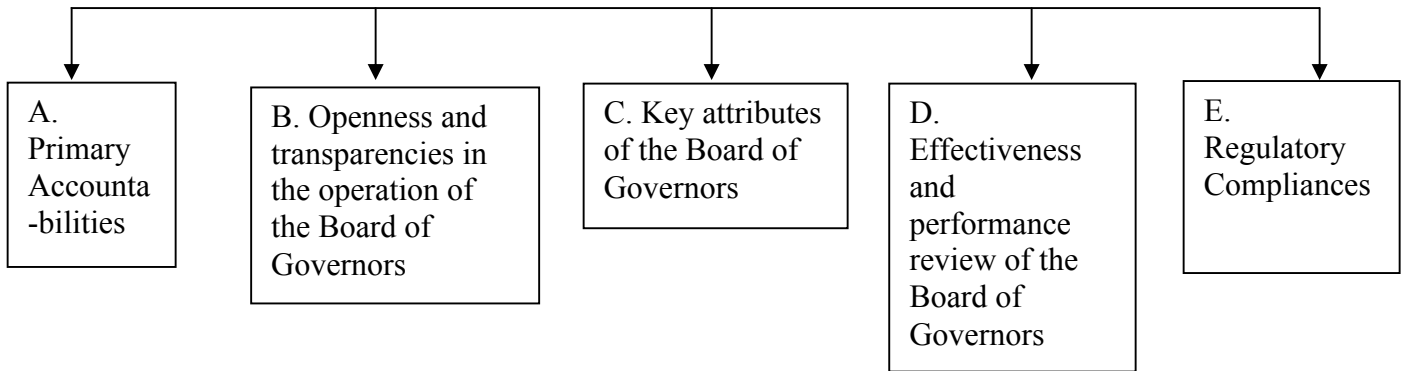
Principal / Head of the Institution is responsible to the Board of Governors and also to the Management of the Institute for implementing any strategic decision.

A8.1 POWERS & FUNCTIONS OF THE PRINCIPAL / HEAD OF THE INSTITUTION

- To provide academic and administrative leadership.
- To monitor and evaluate academic and research activities.
- To promote industry institute interaction and R & D activities.
- To incur all necessary expenditures within the budgetary provision and with the sanction of the Board of Governors.
- To keep up to date all books, registers, records and accounts.
- To extend proper assistance to the approving / affiliating authority during inspection and compliance.

CHAPTER - II

Role of the Board of Governors



A: PRIMARY ACCOUNTABILITIES

To approve long term academic and business plans and key performance indicators, in tune with the Vision & Mission of the Institute, duly approved by the Kalyan Bharti Trust, to ensure that these will meet the interest of the stakeholders

To approve budgeted income and expenditure account for a F.Y. against audited income and expenditure account of the previous year for effective monitoring and efficient system of control to ensure financial sustainability

To monitor Institutional performance and maintenance of quality by insisting for NBA accreditation

To monitor the performance of the Principal, as assessed in every meeting of the BOG (held quarterly) through the activities of the Institute reported by the Principal.

B: OPENNESS AND TRANSPARENCIES IN THE OPERATION OF BOARD OF GOVERNORS

The BOG of the Institute shall be responsible to establish openness and transparencies to create teaching, administrative, technical and other posts under the Institute and ratify appointments thereto for the efficient management of the affairs of the Institute and to regulate their recruitment and conditions of service in accordance with the Statutes, Rules and Regulations of the Institute.

The BOG shall publish Annual Report primarily covering the academic activities of different departments.

The BOG shall delegate Power / Authority to the Head of the Institute.

The Head of the Institution will be the Ex-Officio Member Secretary of the Board of Governors.

Member Secretary will be authorized on behalf of the Board of Governors to take any decision in case of an exigency and a post-facto approval is needed in the next meeting of the BOG.

Transaction of Business

The Board of Governors shall ordinarily meet once in every three months provided that the Chairman may, whenever he deems fit, and shall, on the written requisition of not less than 5 (five) members, call an Emergency Meeting.

Clear 7 days' notice for an Ordinary Meeting of the Board of Governors shall be required. The notice shall be accompanied by the agenda of the meeting and minutes of the proceedings of the previous meeting.

2 (two) days' notice shall be required for an Emergency Meeting of the Board of Governors and the agenda of such meetings shall not contain more than one item.

The accidental omission to give notice to or the non-receipt of any notice by any member shall not invalidate the proceedings of the meeting.

The Chairman shall ordinarily preside over all the meetings of the Board of Governors. In his absence, the meeting shall be presided over by the Vice Chairman. In case both of them are absent, the meeting shall elect a Chairman from amongst the members present, provided that no faculty representative shall be elected for the purpose.

1/3rd members of the Board including the Chairman of the meeting shall constitute a quorum for any meeting of the Board.

Any resolution except such as may be placed before the meetings of the Board, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of 3/5th of the members who have approved such resolution shall be as valid and effectual as if such resolution had been passed in a meeting of the Board duly convened and held.

C : KEY ATTRIBUTES OF THE BOARD OF GOVERNORS

The Board of Governors of the Institute has been constituted strictly as per norms laid down by the UGC so that it is free from direct political interference and that size, skills, competences and experiences of the members are such that it is able to carry out its primary accountabilities effectively and efficiently.

BOG meetings are regularly held (almost every quarterly) and attendance record are kept.

Roles and Responsibilities of Governors

Roles and responsibilities of Chairman, Members and Head of the Institution are presented below:

Chairman

Some of the significant roles and responsibilities of the Chairman are given below:

- The Chairman is responsible for the leadership of the Board of Governors and ultimately to the stakeholders for its effectiveness.
- The Chairman is responsible for ensuring that the Board of Governors operates effectively, discusses those issues which it needs to discuss, and dispatches its responsibilities.
- The Chairman should ensure that the Board of Governors exercises collective responsibilities.

- The Chairman is responsible for the well-being of the Board of Governors and its effective operations amongst the Members to work together effectively and have confidence in the procedure laid down for the conduct of operation.
- The Chairman shall ensure that an up-to-date register of the interests of Members of Board of Governors is maintained.
- The Chairman shall ensure that any conflict of interest is identified, and managed appropriately.
- The Chairman should have a strong personal commitment to higher education and the values, aims and objectives of the Institution.
- The Chairman is responsible for ensuring that the Board of Governors exercises control over the strategic decisions of the Institution, through and effective planning and assessed its performance which has approved by the Board of Governors.
- The Chairman shall maintain a good relation with Head of the Institution and will not participate in day-to-day functioning of the Institution.

Members

Individual Members of Board of Governors should at all times conduct themselves in accordance with best interests of stakeholders:- selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They should participate actively and contribute so that role of Board of Governors is met. Some of the significant roles and responsibilities of the Members are given below:

- Participate and guide in developing strategic decisions
- Monitor the reviews of process/procedures and changes in these from time-to-time
- Review procurement procedures
- Members can be inducted into sub committees and for new initiations depending on their capabilities in that particular subject.

Head of the Institution / Members Secretary of BOG

The specific responsibilities of the Head of the Institution as Member Secretary of Board of Governors include:

- To implement the decisions of the Board of Governors and ensuring that these are implemented through the relevant part of the Institution's Management Structures
- To maintain records, conduct official correspondence and keep the minutes of the proceedings of the meetings of BOG.
- To present budget estimate on the recommendations of the Finance Committee before the Board of Governors for approval.
- To initiate discussion including, wherever appropriate, consultation with Academic Council and the Members of Staff on proposals concerning the Institution's future development, ensuring that such proposals are presented to the Board of Governors

D : EFFECTIVENESS AND PERFORMANCE REVIEW OF THE BOG

• Induction and Development

It is the responsibility of the Chairman of the BOG to ensure that all Members of the Board of Governors, when taking up office, be fully briefed on the term 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. This could include:-

- i) Copies of the Institution's governance documents which include Governance Guidelines and Statutes, Rules and Regulations
- ii) Institution's Annual Report
- iii) Institution's Road Map for the future
- iv) Notes describing the Institution's organizational structure
- v) The rules and procedures of the Board of Governors.

• Performance Review of the Board of Governors in meeting strategic goals and objectives of the Institution

The Board of Governors shall review its effectiveness regularly. Effectiveness of the Board of Governors and that of the Committee(s), if any, constituted by the BOG shall be measured against meeting strategic goals and objectives of the Institution once in five years.

E: REGULATORY COMPLIANCES

To ensure the compliance the Regulatory Bodies, the Board of Governors shall ensure the compliance with statutes ordinance and provisions regulating the Institutions such as AICTE, UGC, Affiliating University (WBUT) and the State Government; and, subject to these, take all final decisions on matters of fundamental concerns of the Institution.

This will be ensured through the report by the Head of the Institutions on regular basis to the Board of Governors. The Board of Governors shall also oversee that the accreditation process by appropriate accreditation agencies are followed in a timely manner to ensure that the quality of the programmes offered by the Institute meet both national and international standards.