



Gramaudyogik Shikshan Mandal (GSM) Aurangabad

Governance Guidelines for Higher Education Institutions Under GSM

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Purpose:

This Governance Guidelines document is for limited circulation amongst the Trust Management, Faculty, Staff and students of Higher Education Institutions run by GSM Aurangabad.

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Gramaudyogik Shikshan Mandal, (GSM), Aurangabad Governance Document

1. Preface :

The guidelines published in this document are for the governance of various institutions of higher education run by Gramaudyogik Shikshan Mandal (GSM), Aurangabad, Maharashtra.

2. Preamble :

Title, application and the authorities to interpret, clarify, modify and to amend :

- i. The regulations stated herein below shall be called the "Governance Guidelines Document" of Gramaudyogik Shikshan Mandal, (GSM), Aurangabad.
- ii. These regulations shall be in force from the academic year 2021-2022 from the date of approval by the Executive Council of the GSM Trust.
- iii. In the event of any doubt about the interpretation of these regulations, the matter shall be referred to the General Secretary / President of the Executive Council of the GSM Trust and their decision shall be final.
- iv) The Executive Council shall have the authority to modify, amend and repeal any of the Provisions of these regulations.

3. Definitions :

In this document, unless there is anything repugnant to the subject or context :

- i. "Trust " means " Gramaudyogik Shikshan Mandal, (GSM), Aurangabad, Maharashtra
- ii. "President" means the President of G S Mandal, Aurangabad.
- iii. "Secretary" means the General Secretary of G. S. Mandal, Aurangabad.
- iv. "Director / Principal" means the Head of the Institution.
- v. "Chairman" means Chairman of the Governing Body of respective Institutions
- vi. "Head of the Department" means the Head of an Academic Department of the College / Institution.
- vii. " Faculty member " means the teacher (Lecturer /Assistant /Associate / Professor) working on regular or Ad-hoc basis in any of the Academic Departments of the College.

- viii. "Student" means a candidate who has taken admission into any of programs and Courses offered by any of the higher education institutions of GSM.
- ix. "Government" means the Government of Maharashtra.
- x. "Governing Body" means the members of the Governing Body constituted as per the guidelines of UGC.
- xi. "Academic Council" means the Academic Council constituted as per the guidelines of UGC.
- xii. "Board of Studies" means the Board of Studies constituted in each Department as per the guidelines of UGC.
- xiii. "Finance Committee" means the Committee constituted as per the guidelines of UGC.

4. G.S. Mandal : a Parent Trust.

Gramaudyogik Shikshan Mandal (GSM), Aurangabad is a parent Trust of MIT group of Academic and Research Institutions, which was established in 1976 at Vaijapur, Dist. Aurangabad in Maharashtra, India, under the Bombay Public Trust Act. 1950 (Registration No. F - 429 (Aurangabad) and the 'Societies Registration Act, 1860, (Registration No. AGD-2/76.

Over the last four decades, GSM, Aurangabad has established many educational Institutes from primary to Ph.D. level of education, which includes Technical Schools, ITIs, Jr. College, and Higher Educational Institutes, offering U.G., P.G. and Ph. D. Programmes in Science, Engineering, Technology, Management and Nursing along with vocational training to more than 10,000 students on GSM's various campuses. More than 20,000 alumni of MIT are working all over the world.

4.1 Vision, Mission and Objectives of the Trust.

Vision :

"Quest for Excellence"

MIT constantly strives for excellence in pedagogy. Human beings evolve and a key enabler of this evolutionary process is knowledge, which helps us demystify and understand nature. MIT Considers education and training as a continuous process of human development, aptly described in its Vision statement; 'Quest for Excellence.'

Mission :

We are committed to providing education and training in Architecture, Engineering, Management, Agriculture, Technology, Medical, and Paramedical spheres to enable aspiring students to develop their fullest potential in their chosen area through:

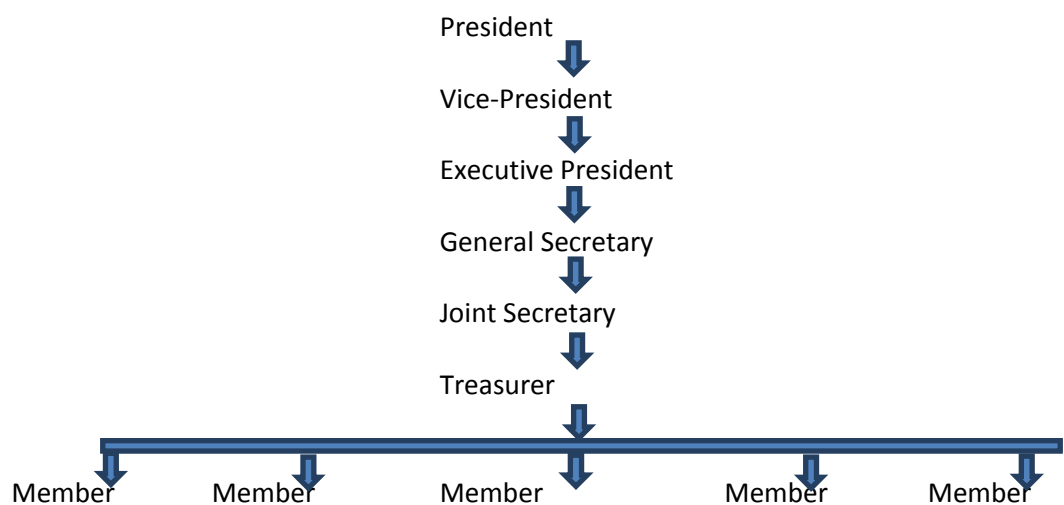
- Structured programs that evolve with time.
- Learning opportunities that go beyond prescribed curriculum.
- Collaborative and cooperative association with industry and institutions.
- Empowerment of employees at all levels.
- Innovation, incubation support to entrepreneurship.
- Dedicated, experienced and a well-qualified faculty.
- State of the art laboratories and libraries.
- Training infrastructure at par with the industry.
- Continuous up-gradation of Faculty and facilities in sync with emerging opportunities.
- Well-furnished Class rooms and infrastructure
- Relevant research and development programs

Objectives :

At GSM, our primary objective is to prepare students to meet academic and career goals. We do so by offering relevant education, training, and research through a dedicated, experienced, and a well-qualified Faculty supported by State-of-the-art facilities. We also offer our employees continuous training opportunities to excel in their sphere of activity, ensuring a holistic environment for employees to develop entrepreneurial spirit and a sense of ownership.

4.2 Organizational Structure of the Trust.

The Trust is headed by the President, who is assisted by other office bearers as shown below:



4.3 **Executive Body of the Trust.**

The members of GSM, Aurangabad are dedicated to address the developmental issues plaguing the region of its operation and are basically concerned with the cause of education and well being of the Society at large. The Executive Council members are elected/appointed for a term of 5 years and conduct affairs of the Trust as per the Memorandum of Association (MoA) and Rules & Regulations mentioned therein. The Council meets once every quarter to discuss, debate and approve items on agenda as well as to review the progress of various institutions and suggest required measures from time to time. For the list of Members of the Executive Council of GSM Trust, please refer the annexure. (Ref. Annexure – 4.3 A)

4.4 **Roles and Responsibilities of Office Bearers of the Trust :**

Duties of the Executive Body:

- To implement the resolutions adopted in the General Body Meetings.
- To supervise general and day-to-day business of the Society.
- To make members of the Society or cancel membership of a member.
- To receive subscription, donation, grant, accept deposits, raise loan.
- To maintain the accounts of the Society, to get them audited and to present the same in the General Body meetings for approval.
- To prepare the budget of the Society and present it in the General Meetings for approval.
- To appoint employees of the Society, to sanction their leave, to terminate services of employees etc.
- Upkeep of all types of properties of the Society and its utilisation with the approval of the General Body.
- To open branches of the Society, to affiliate other Societies having similar objectives.
- To frame rules for internal affairs, to form committees etc.
- To take suitable decisions necessary for education e.g. grant of scholarships, educational aid, give loan, scholarships etc.

4.5. **Delegation :**

For details of delegation of authority, please refer the Memorandum of Association (MoA) of GSM and Rules & Regulations mentioned therein.

4.6 Institutions under GSM Trust.

GSM operates many Institutions from Primary to Ph.D. level of education. These include Technical Schools, ITI, Polytechnics and Higher Educational Institutions, offering U.G., P.G. and Ph.D. programs in Science, Engineering, Technology, Management and Nursing. Please refer Annexure for the current list of Institutions under the Management of GSM Aurangabad. (Ref Annexure – 4.6 A).

5. Policies of G.S. Mandal.

Policies are framed by GSM to govern the planning, functioning, monitoring and control of institutions operated by it. These policies are reviewed from time to time to so that these remain relevant for the objectives expected to be accomplished by deploying these policies.

5.1 Human Resources (HR) Policy.

GSM understand that two of the most important stakeholders in education, training and research are students and employees. HR policies are an important component of “Talent Management Processes” which are expected to help in attracting, recruiting, appointing, inducting, engaging, motivating, goal setting, performance appraisal, development, career management and retention of faculty and staff as well as facilitating transitions and exits. These policies aim to retain employees and foster continuous development of skills and competencies necessary for achieving short, medium, and long-term goals and objectives of the institution and individual as well as larger societal goals. (Ref annexure 5.1 A)

5.2 E-Governance Policy.

All the institutions of GSM are required to implement E-governance policies for transparent, efficient and effective functioning of the institutions. The basic objective of the E-governance is to facilitate need based relevant information access to all concerned and facilitate transactions in a timely manner with minimum possible hindrances. Implementation of E- Governance Policy, improves effectiveness of decision making, implementation, monitoring, control and course correction processes in various operation of the institutions in an integrated manner. This is expected to create transparency and ensure accountability. E- Governance Policies treated as a continuous process and updated on a regular basis by seeking structured and unstructured feedback from all classes of user and for all use case scenarios and not a one-time activity of creating infrastructure. An Enterprise resource planning (ERP) solution comprising of multiple modules has been implemented to automate various functions of the institutions under control of GSM. The staff has been trained for effective use of this investment. Website and other tools of communication like SMS, Social Media, are being used in an integrated manner.

Objectives of ERP System:

- Student lifecycle management
- All-important activities from application for admission, through to the status of alumni (Ref annexure 5.2 A)
- Employee lifecycle management
- All-important activities from notification for a job, application for job interview, through to the status of ex-employee (Ref annexure 5.2 B)
- Asset lifecycle management
- All-important activities from requirement identification and approval, call for quotation, through acquisition, use and disposal (Ref annexure 5.2 C)
- Academics management (Ref annexure 5.2 D)
- Financial management (Ref annexure 5.2 E)
- General Administration (Ref annexure 5.2 F)
- Compliance management (Ref annexure 5.2 G)
- Quality management (Ref annexure 5.2 H)

5.3 Financial Policy.

GSM runs various institutions. These institutions obtain funds from GSM Trust and other sources for Capital Expenditure and Operating Expenditure. The capital expenses are incurred for creation of assets such as infrastructure, scientific equipment and all other necessities of the Institutes and operating expenses include salaries and non-salary expenditure for running the Institutes.

Each institute will constitute a Finance Committee comprising of office bearers who will participate in preparation of budget, implementation, monitoring and control of all financial matters including procurement and disposal of assets. The Finance Committee will also be represented by a member in the Committee tasked with preparing Academic and Administrative Annual Report and be responsible for financial information reporting.

The budget for capital and operating expenses are prepared by the Finance Committee of respective institutions and presented by the head of the institution. These budgets are approved by the GSM Executive Council and/or its authorised official with or without changes, as the case may be.

The sound accounting and common financial reporting framework has been adapted by GSM for promoting accountability. This attached manual incorporates all the changes that have been introduced from time to time.(Ref annexure 5.3A)

5.4 Facilities and Infrastructure Policy.

Institutions run by GSM create Facilities and Infrastructure for operations and growth of the institutions. Students and faculty are expected to judiciously use the same for teaching-learning, curricular, co-curricular, extracurricular, research and development activities. These are created through various funding sources. The facilities are expected to be used and maintained so as to be useful during the productive life of the created assets. After useful life these are required to be disposed off so as to realise residual value of the same. Each institute will constitute a Facilities and Infrastructure Committee. (Ref annexure 5.4A).

5.5 Internal and External Communication Policy.

GSM communicates with its stakeholders like students, faculty, parents, prospective employers, regulators, etc. through various mediums and manners for appropriate information dissemination and public relations. When communication is through a medium, it needs a meaningful integration of various elements like Text, Photos, Audio, Video and other materials with a purpose of informing, educating, entertaining and engaging the audience. Communication takes many forms e.g. brochure, leaflet, audio clips, video clips, posters, standees, banners, handbills and latest being website, email, SMS and social media posts.

GSM has policies in place for branding, logo, colour scheme. Institutes are required to appoint an officer/ single point of contact to handle all communications needed, which involve one to many communication (i.e. NOT inter personal communication or one to one communication). Institutions may appoint advertising and marketing agencies who are specialized in these tasks (Ref annexure 5.5A)

5.6 Intellectual Property (IP) Policy.

Students, faculty, staff, researchers and others related parties' personnel at GSM are involved in research and development activities. These R &D activities lead to creation of new products, process, technologies, innovations which may be beneficial to the society.

The Intellectual Property (IP) policy is applicable to all such Personnel associated with institutions of GSM and applicable to different classes of Intellectual Property- including but not limited to Patent, Copyright, Trade Mark / Service Mark, Design Registration, Trade Secret, Confidential Information and Integrated Circuits Layout etc. The IP policy deals with issues of ownership of patentable intellectual property, disclosures, confidentiality and assignment of rights, obtaining IPR, technology transfer, revenue sharing, conflict of interest as well as publication of results.

GSM personnel are entitled to decide that the results of any research undertaken by them during their employment / engagement with the Institute shall be disseminated through publications or disclosed as they wish in accordance with normal academic practice.

The ability to grant waivers to the creators from non-application of the IP policy is delegated to the Committee headed by Dean R&D at the Institute.(Ref annexure 5.6A)

5.7 R & D Policy.

GSM's R & D Vision, Mission and actions complement its Vision of "Quest for Excellence" in all its endeavours. GSM's R & D Vision has emerged from its efforts of integrating academic pursuit with practical application of knowledge where "employability enhancement," "encouraging entrepreneurship" are envisioned as outcomes of the process of working with the industry and community to solve their problems through participation of students and faculty members.

GSM's R & D policy encourages industrial projects, community projects and academic projects and addresses collaborative research, contract research and own IP development as three distinct engagement models. (Ref annexure 5.7A)

5.8 Incubation and Innovation Policy.

GSM intends to promote entrepreneurship to facilitate the creation of ideas and inventions that benefit society at large and facilitate practical application of knowledge for use.

The Incubator at the institutes provides support and training for students and faculty who are interested in converting their ideas into startup and take ideas to proof of concept stage. The Incubator will provide necessary infrastructure support, prototype development support, research assistance, help in getting funding, business consulting assistance, mentoring and guidance to help make start-up into a successful venture. This Incubation Policy provides guidance and management structure to facilitate development of entrepreneurship and Innovation. (Ref annexure 5.8 A)

5.9 Complaints, Grievances, Appeal and Redressal Policy.

The Institutes run by GSM have their individual grievances redressal mechanism, and the policy facilitates that the faculty/Staff/Employees will be free to represent his/her case to the Institute Level Grievance Redressal Committee. The individual grievances received by the Trust directly shall also be referred to this Committee for redressal.

The composition of the Institution Level Grievance Redressal Committee shall be as per their institution level Governance structure adapted by the respective institution and mandated by the respective regulatory authorities/ guidelines issued by the Government from time to time.

The Committee after receipt of a written representation, if considers necessary, may invite at its discretion the aggrieved complainant for an oral submission. The Committee will summon the relevant papers from the concerned department/section to ascertain effective redressal of the grievances referred to it and shall submit its recommendations, to the Institution within four weeks of receipt of such representation.

The Committee may meet as frequently as may be necessary. In case there is no response within the stipulated period or if the complainant is not satisfied with the recommendations of the Institute Level Grievance Redressal Committee, he/she may prefer an appeal to the Trust Level Grievance Redressal Committee within 30 days of receipt of decision of Institution Level Grievance Redressal Committee.(Ref annexure 5.9 A)

5.10 Welfare Policy – Students.

GSM recognizes that all students have an entitlement to a coherent high quality student support and welfare offer that identifies concerns and puts in place appropriate support mechanism in order to facilitate the achievement of their goals. GSM is committed to keeping students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support interventions that are recorded and monitored for effectiveness thereby living the mission and vision of the institution. GSM acknowledges that student welfare and student learning outcomes are inextricably linked. GSM in supporting student welfare, promotes high standard of discipline and behaviour of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the institution. GSM is an equal opportunity institution that provides for measures to address economical, social, physical and such challenges that are an impediment to the natural abilities of the student. The code of conduct treats behavioural problems in a manner that relates to the educational purposes of the Institutions of GSM group. (Ref annexure 5.10 A)

6. Regulatory Compliance Audit, Academic and Administrative Annual Report of Institutes.

Collating all relevant information and compilation, Academic and Administrative Annual Report and Audit and submission of the same to the General Secretary or a designated officer of GSM as the case may be will be the responsibility of the head of the Institution.

7. Institutions of Higher Education run by GSM.

The following is a brief introduction of the Institutions of Higher Education of GSM. These are divided in two categories:

Affiliating Colleges : 4 Institutions

Autonomous College : 1 Institution.

7.1 Marathwada Institute of Technology, Aurangabad :

Marathwada Institute of Technology, Aurangabad was established in 1984 and is one of the pioneers of private engineering education in the State. This Institute is permanently affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere (BATU), approved by the AICTE, New Delhi and accredited with “Grade B+” by NAAC. MIT offers U.G., P.G., and Ph.D. level programs in Engineering, Technology, and Architecture.

7.2 Maharashtra Institute Technology (MIT), Aurangabad :

Maharashtra Institute Technology (MIT), Aurangabad was established by G. S. Mandal in the year 2001, which offers multiple programs and a wide range of Courses for graduation and post-graduation level in faculty of Engineering & Technology and Management. The institute is permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University (BAMU), Aurangabad and is approved by the AICTE, New Delhi and D.T.E., Maharashtra. The NAAC has accredited the Institute with Grade ‘A’. MIT has received recognition under Section 2(f) and 12 (B) of the UGC Act, 1956. The U.G.C. has granted an autonomous status to the Institute w.e.f. the academic year 2021-2022. This is the first and only unaided Institution in Marathwada region to be awarded the status of an Autonomous Institution.

7.3 Marathwada Institute of Technology, CIDCO, Aurangabad.

Marathwada Institute of Technology, CIDCO, is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad (BAMU) and is accredited with “Grade B” By NAAC. The Institute offers B. Voc. U.G. and P.G. programs in Applied Sciences. These programs enable students to gain rewarding employment or start their own business quicker than the other three-year program.

7.4 MIT College of Food Technology, Aurangabad.

MIT College of Food Technology, Aurangabad is affiliated to Vasantrao Naik Marathwada Krishi Vidyapeeth, Parbhani. This institute offers an in-demand undergraduate program, Bachelor of Technology (B.Tech.) in Food Technology. This Institute offers B.Tech. Degree, a 4 Years U.G. program in Food Technology.

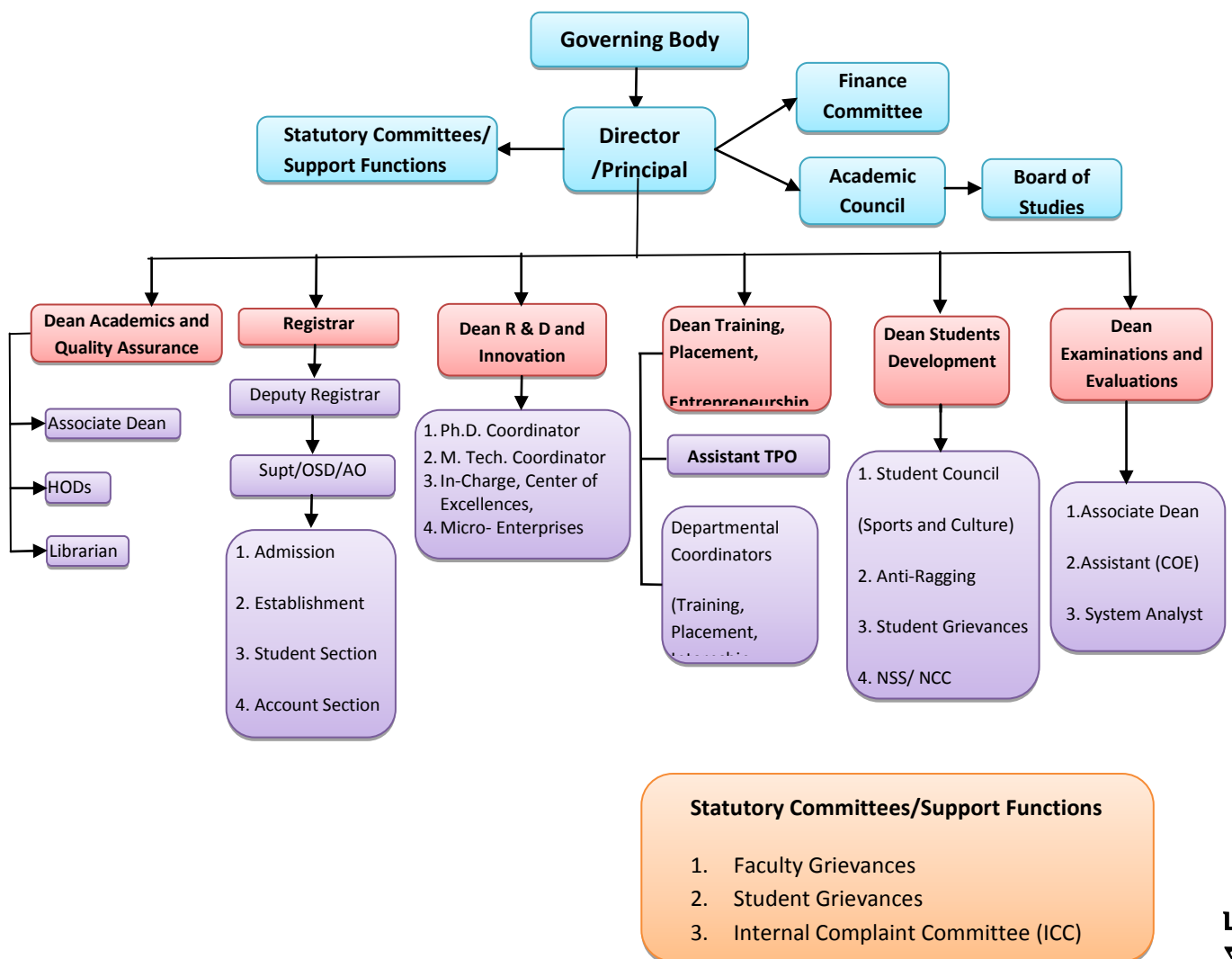
7.5 MIT Nursing College, Aurangabad.

MIT Nursing College, Aurangabad is affiliated to Maharashtra University of Health Sciences (MUHS), Nashik. It is recognized by the Indian Nursing Council, New Delhi, Government of Maharashtra, and Maharashtra Nursing Council, Mumbai. MIT offers the best in Class Nursing education and training in Basic B.Sc. Nursing, a U.G. program of four-years duration.

8. Vision, Mission, & Quality policy statements of the institute.

Each Institution has its own Vision, Mission, Objectives and Quality Policy which draws inspiration from GSM’s policy statements and aims to deliver on the promise of the Trust.

9. Organization Structure :



10. Governance of the Institute.

Statutory Bodies :

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 U.G.C./GSM:

- A. Governing Body
- B. Academic Council
- C. Board of Studies
- D. Finance Committee
- E. Roles and Responsibilities of these Statutory Bodies are as follows:

10.1 Governing Body.

A Governing Body of the autonomous Institute has been constituted as per the Norms of University Grant Commission, which is the regulatory Body for approving autonomous Institutes in India.

The Governing Body of affiliated Institutes has been constituted as per the Norms of respective affiliating Universities.

The main function of the Governing Body is to ensure that stakeholders, including students, faculty and institutional management, as well as those from the wider Society, have full confidence and trust in our Institution. All those who have governance responsibilities and accountabilities, both within and outside the Institutions carry out their responsibilities effectively. The President of GSM or his nominee is the Chairman of the Governing Body of respective Institutions.

The Institutions have identified and selected well known Academicians, Industrialists, distinguished Scientists from well - known Institutions / Industries / Research Organizations/ besides representatives of the faculty as nominees on the Governing Body.

In addition to the above, autonomous Institutes have the Nominees of U.G.C., Dr. Babasaheb Ambedkar Marathwada University and the

Government of Maharashtra, who meet regularly and make policy decisions and give guidance and suggestions to implement policies successfully.

Affiliated Colleges follow the Norms prescribed by the respective affiliating Universities.

10.1.1 Role of the Governing Body.

Primary Responsibility.

The Governing Body is collectively responsible for overseeing the Institution's activities, determining its future direction, and fostering an environment in which the institutional Vision and Mission is achieved.

Mission and strategic vision of the Institution :

The Governing Body has the duty to adopt guidelines and take decisions necessary to enable the Institution to achieve and develop its mission and primary objectives for learning, teaching and research.

This responsibility includes considering and approving the institution's strategic plan, which should set out the academic aims and objectives of the Institution and identify the financial, physical and Human Resource strategies necessary to achieve these objectives. The Institution should adopt a proactive approach to strategic planning.

It is the duty of the Governing Body to oversee the creation and delivery of the strategic vision and direction of the Institution. This encompasses the purpose and mission of the Institution. However, it is the responsibility of the Head of the Institution to convert the strategy into detailed operational plan that is consistent with the values, purpose, vision and mission of the institution.

At the institution level, a team comprising the Director/Head of Institution, Deans, Heads of Departments, various Section heads and senior faculty, formulate a draft strategic plan. The same is placed before the Governing Body for its consideration and approval. The strategic plan is periodically reviewed.

Establishment and monitoring of proper, effective and efficient systems of control and accountability.

Finance :

Financial responsibilities of the Governing Body include:

- Ensuring the financial soundness of the institution and safeguarding its assets.
- Approving the financial strategy while maintaining financial stability
- Approving annual operating plans and budgets which should reflect the institution's strategic plan.
- Ensuring that funds provided by funding Bodies are used in accordance with the Terms and Conditions specified in any funding agreements/ contracts/ memorandum.
- Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to managers at appropriate levels.
- Ensuring the existence and integrity of risk management, control and internal governance systems and monitoring these through an audit committee
- Receiving and approving annual accounts (audited financial statements) and periodically monitor the capital and operating expenses to ensure that the finance of the institution is managed as per the approved plan and to approve genuine variations, if any.
- Detailed monitoring of the financial position and prospects, together with the appropriate levels of expenditure approval is delegated to a Finance Committee.
- Governing Body ensures that there exists a clear and well-established audit procedure of all the financial aspects of the institution. The auditors appointed by the Governing Body carry out financial audit of the institution. The Governing Body receives and approves the audited annual financial statements in a timely fashion.

Procurement :

The Governing Body ensures that there is a sound system of internal control with responsibilities for ensuring the delivery of value for money (VFM) from public and institutional funds without compromising quality, transparency and fairness to all stakeholders. The Governing Body reviews the functioning of the procurement system periodically.

The Governing Body ensures that:

- Adequate internal procurement policies and procedures are in place. Policies and procedures are consistently applied, and there is compliance with relevant Rules and Regulations.
- Procurement is carried out in an open and transparent manner without any entry barriers and all eligible suppliers, manufacturers and consultants are allowed to participate.
- To obtain these assurances, the Governing Body ensures that their risk management framework and reporting mechanisms give adequate coverage of fairness and transparency of procurement processes; value for money achieved in the outcomes and risks. The institution's procurement procedures, including procedures for governing conflicts of interest relating to procurement matters, should form part of the Financial Regulations, which should be approved by the Governing Body.
- Monitoring institutional performance and quality assurance arrangements.
- Governing Body is responsible for monitoring institutional performance against plans and approved Key performance indicators (KPIs), which should be appropriately benchmarked, wherever possible.
- The Governing Body measures and monitors institutional performance, including using agreed KPIs which are both realistic and challenging.
- The Governing Body reviews comparative institutional performance with relevant peer institutions with a process such as benchmarking.

- The Director/Head of the Institution reports to the Governing Body based on the KPIs set by the Governing Body.
- Based on the reviews, the Governing Body advises and guides the institution to address the gaps if any.
- To appoint and review performance of different managerial / administrative positions of the institution.
- The Governing Body is responsible for appointing the Director/ Head of the Institution and monitoring his/her performance.
- Governing Body responsibly appoints the Dean (Academics & Quality Assurance), Registrar, Dean (R & D and Innovation), Dean (Students Development & Alumni), Dean Examinations & Evaluations, and any such senior positions requested by the Director/Head of Institution.
- Performance of all managerial / administrative positions of the Institution is reviewed by the Governing Body.
- To establish Human Resources and Employment Policy.
- The Governing Body ensures that a policy is in place for human resources development and employment. The Governing Body ensures that a procedure is in place for managing, monitoring and development of human resources.
- To support collaborations between institution and academic partners, research establishments and industry of global/ national / local importance
- The Governing Body helps create and support global, national and local collaborations between institution and academic partners, research establishments and industry and others who support the mission and objectives of institutions.
- To institute scholarships, fellowships, studentships, medals, prizes and certificates.

- The Governing Body formulates the Norms for instituting Scholarships, fellowships, studentships, Medals, Prizes and Certificates. As per the Norms, the Academic Council considers instituting of Scholarships, fellowships, awards, medals, prizes and Certificates and recommends the same to the Governing Body.
- To approve requests for new programmes of study leading to Degrees and/or Diplomas, Certificate Courses that could be introduced from time to time.
- The Governing Body considers and approves (on merit) the request of the Institution to start a new programme of study leading to Degree and/or Diploma on the recommendation of the Academic Council.

Openness and Transparency in the Operations.

To promote transparency at every level is the key requirement.

The Governing Body ensures the existence of a mechanism for providing relevant information to students, faculty, the general public, and potential employers of graduates on all aspects of institutional activity relating to academic performance, finance and management.

The Governing Body shall publish an annual report every year.

The Minutes of the Governing Body shall be made available on the website of the Institute.

10.1.2 Key Attributes of Governing Body.

The following describes the key attributes in greater details:

10.1.2.1 Structure of the Governing Body / Board of Governors.

In this Section, the structure of the Governing Body as required by the Regulatory Body, along with the scope of the Governing Body to appoint other private members, period of appointment, and the method of appointment, is set out.

Constitution of the Governing Body.

The Governing Body is constituted as per the Guidelines of the U.G.C. :

Sr. No.	Designation	No.	Category	Remarks	Period
1	Chairman	1	Management of GSM	The President of GSM or his nominee is the Chairman of the Governing Body of MIT	As per GSM Norms
2	Members	5	Management of GSM	Representatives of GSM or its nominee	
3	Member	2	Faculty of institute	Nominated by the Director	3 years from the date of appointment
4	Member	2	Educationist or Industrialist	Nominated by GSM	3 years from the date of appointment
5	Member	1	UGC Nominee	Nominated by UGC	5 years from the date of appointment
6	Member	1	State Government Nominee	Nominated by Government of Maharashtra	As per Government norms
7	Member	1	University Nominee	Nominated by Dr Babasaheb Ambedkar University	As per Dr. BAMU norms
8	Member	1	AICTE Nominee	Nominated by AICTE	As per AICTE norms
9	Member Secretary	1	Director	Ex-Officio	-

10.1.2.2 Representation to the Governing Body from different stakeholders :

As per the requirement of the University Grants Commission, which is Regulatory Body for approving autonomous Institutes in India, the following structure for Governing Body is presented.

Similarly affiliated institutions follow guidelines given by their respective affiliating Universities.

Independent members-co-opted members.

Apart from members as required by the regulatory body U.G.C., the Governing Body may appoint co-opted members, who are invitees for a temporary period to meet the specific requirements.

The Governing Body can also have other faculty / student member on the Governing Body as a co-opted member/invitee, as and when it is in the interest of stakeholders. The term of such members is for a period of one year.

Nomination Committee for Appointment of Members to the Governing Body.

Appointments of external / faculty / student members to the Governing Body is managed by an independent Nomination Committee chaired by the Chairman of the Governing Body. The structure of this Committee is:

Chairman - President of the GSM.

Member - One of the Management representatives from the GSM.

Member-Educationalist/ Industrialist nominated by the Management on Governing Body.

Member - One member nominated by the Chairman of Governing Body.

Member Secretary – Director /Principal of the Institute.

The member who is about to complete the Governing Body term within next three months shall not be the member of this Committee.

Members of the Governing Body are appointed by this Committee when the term of the sitting member is to be completed or the Governing Body feels the need for the requirement of more members to carry out its primary accountabilities effectively (such as co-opted members). This Committee also investigates renewal of any appointments.

The external member to be considered for appointment is proposed by one of the members of Governing Body.

Rotation and reappointment of members.

Nomination Committee for Appointment of members to the Governing Body also looks into renewal of any appointment on Governing Body.

Students' participation in governance of the Institute.

Governing Body ensures representation of student members on the Board of Studies and Academic Council or collects views of Student Council on teaching-learning and research, administrative and governance issues affecting their academic activities and personal growth for information and action, if necessary.

10.1.2.3 Roles and Responsibilities.

The roles and responsibilities of Chairman, Members and Director/Head of the institution are presented in this section

Chairman.

Role and responsibilities of the Chairman are listed below:

- The Chairman is responsible for the leadership of the Governing Body and ultimately to the stakeholders for its effectiveness.
- As a Chairman of the Governing Body, he /she should promote Governing Body's well-being and efficient operation, ensuring that its members work together effectively and have confidence in the procedures laid down for the conduct of business.

- The Chairman is responsible for ensuring that the Governing Body operates effectively, discusses those issues which it needs to discuss, and dispatches its responsibilities in a business-like way.
- The Chairman should ensure that the Governing Body exercises collective responsibility,
- The Chairman ensures that any conflict of interest is identified and managed appropriately.
- The Chairman is responsible for ensuring that the Governing Body exercises efficient and effective use of the resources of the institution for the furtherance of its purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control.
- The Chairman is responsible for ensuring that the Governing Body exercises control over the strategic direction of the institution, through an effective planning process, and that the performance of the institution is adequately assessed against the objectives, which the Governing Body has approved.
- The Chairman should have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- The Chairman maintains a good relation with Director/head of the institution and does not participate in day to day functioning of the institution.

Members :

- Individual members of Governing Body should always promote healthy work culture in accordance with best interests of stake holders: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. They should participate actively and contribute so that the role of the Governing Body is met. Roles and responsibilities of the members are listed below:

- To Participate and guide in developing strategic plans.
- To attend brainstorming sessions for new initiatives and guide the discussions.
- To monitor the reviews of processes/procedures and suggest 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 subject.

10.1.2.4 Delegation of Powers.

Wherever permissible, the Governing Body may delegate authority or allocate some of its work to Committees, authority to the Chairman or a Committee to act on its behalf, and delegate responsibility to the head of Institution and officers of the Institution.

Delegation to the Chairman.

The Governing Body may delegate authority to the Chairman to act on its behalf between meetings. Action taken under delegated authority shall normally be to address urgent needs or of routine nature after following a set of due procedures. The member convener needs to bring this action of the Chairman to the notice of Governing Body when it meets next time and get the ratification of the action taken by the Chairman.

Delegation to committees.

It is a common practice for a Governing Body to delegate some of its powers and to allocate some of its work to Committees. Such matters are likely to include the review and approval of the Institutions annual estimate of income and expenditure and audited financial statements; decisions regarding academic autonomy to Academic Council etc. Committees should distinguish between issues on which

they are empowered to take decisions, and issues that they must refer to the Governing Body for decision.

Delegation to Director/ Principal/Head of the institution.

It is a common practice for a Governing Body to delegate some of its powers and to allocate some of its work to head of Institution which are of routine nature apart from managerial and development work of the institution. Such matters are: applying for approval to regulatory bodies, declaration of provisional results etc. The head of institution needs to bring this action to the notice of the Chairman and Governing Body when it meets next time.

Delegation to other functionaries.

Appointment of some of the functionaries like Deans/HoD's may be approved (on merit) by the Governing Body as per the recommendation of the Head of Institution, so as to help the head of institution to implement the decisions of the Governing Body.

10.1.2.5 Frequency, Processes and rules for conduct of Governing Body meetings

The Governing Body meetings shall be conducted at least four times in an academic year. The following process is followed for the conduct of Governing Body meeting.

In consultation with the Chairman of Governing Body the date, time, venue, and agenda for the Governing Body meeting is fixed by the Director of the Institution who is also the Member Secretary of the Governing Body.

The meeting notice to attend the meeting along with agenda for the meeting shall be sent to all members and invitees by the Member Secretary of the Governing Body at least two weeks earlier to the date of the meeting.

Pre-agenda notes shall be sent to all members by the Member Secretary of the Governing Body. This contains the Minutes of the

earlier Governing Body meeting, the action taken report on the resolutions of the earlier Governing Body meeting.

On the day of meeting, the above information in the pre-agenda notes along with notes on table agenda (Table agenda are included with the permission of the Chairman) shall be made available to all members by the Member Secretary of the Governing Body. Any other matter worth discussing may also be included by the permission of the Chairman at the time of the meeting by any of the member.

The proceedings shall be prepared by Member Secretary of the Governing Body shall be circulated to all the members and the Minutes of the meeting shall be finalized.

The Member Secretary of the Governing Body preserves the minutes of the meeting and extract of the same shall be made available to the concerned person/team.

10.1.2.6 Effectiveness and Performance Review of Governing Bodies:

Orientation and Development.

It is the responsibility of the Chairman of the Governing Body working with the Member Secretary as appropriate, to ensure that all members of the Governing Body, when taking up office, be fully briefed on the terms 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. These could include:

- A copy of the Institution's Governance document.
- The Institution's annual report, audited financial statements, and financial forecast & overall strategic plan.

The rules and procedures of the Governing Body.

One-day induction program for new members as and when they are taken on Board shall be conducted so that they perform governance

responsibilities satisfactorily. The existing members are given opportunities for further development through “Management Development Programs” to discharge their individual and collective responsibilities effectively.

Performance review of the Governing Body in meeting strategic goals and objective of the institutions.

The Governing Body shall review their effectiveness regularly. Effectiveness of the Governing Body and that of the Committees is measured against meeting strategic goals and objectives of the Institution once in 5 years. The review process may result in revision of its structure or process as the case may be.

The Governing Body may also wish to engage persons independent to the institution to assist in the process of review of its effectiveness as well as other internal boards and committees.

10.1.2.7 Regulatory Compliance.

- To ensure the compliance of Regulatory Bodies.
- The Governing Body ensures the compliance with Statutes, Ordinances and Provisions regulating the Institution, such as A.I.C.T.E., U.G.C., State Government and affiliating University; and, subject to these, take all final decisions on matters of fundamental concern to the Institution. This is ensured through the report by the Head of the Institution, on a regular basis to the Governing Body.
- The Governing Body also ensures the 'not-for-profit' purpose of the Institution and accreditation by national/ international professional bodies to assure quality to all its stakeholders.

Term: The Governing Body shall be reconstituted every three years except in the case of U.G.C. Nominee, who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least four times in a year.

10.1.2.8 Emergency meeting.

For emergency work, a meeting could be called at any time or a resolution may be circulated amongst members for approval. Emergency meeting can be convened at Notice shorter than a day’s time. The time, venue, date, and

agenda could be mentioned in the Notice. If half of the quorum members are present in the meeting, it will be deemed as a complete quorum. For want of full quorum, the meeting will not be adjourned.

10.2 Academic Council.

Academic Council ensures quality in academic activities such as design & framing curriculum, proper evaluation system etc.

Academic Council is responsible for taking decisions on all academics related matters like approval of new Courses, Rules and Regulations, Examination, Curriculum, maintaining standards of teaching, research and framing of academic policies of the Institute. Decision taken by the Academic council will not be subjected to any further ratification, but decision taken at the lower level are to be ratified by the Academic council and the Governing body.

10.2.1 Constitution of Academic Council.

- a) The Director (Chairman)
- b) All the Heads of Departments in the Institute
- c) Four teachers of the Institute representing different Categories of teaching staff by rotation on the basis of seniority of service in the Institute.
- d) Not less than four experts/academicians from outside the Institute representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
- e) Three nominees of the university not less than Professors.
- f) A faculty member nominated by the Director (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet **at least twice a year.**

Sr. No.	Member	Designation
1	The Director of the Institute	Chairperson
2	All the Heads of Departments in the Institute	Members
3	Four teachers of the institute representing different levels of teaching staff by rotation based on seniority of service in the institute to be nominated by the Director	Members
4	Not less than four experts from outside the institute representing such areas as industry, R&D labs, Technical education, to be nominated by the governing Body	Members
5	Three Nominees of the University	Members
6	A faculty member nominated by the Director	Member Secretary

The Academic Council shall consist of the following:

In the absence of the Director at any meeting of the Academic Council, the Director- in charge is the Chairperson of the Academic Council for that meeting.

Meetings: The Member Secretary shall, with the approval of the Director convene the meetings of the Academic Council at least twice in a year and on such other occasions as may be necessary. He/She shall with the approval of the Director prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

10.2.2 Functions of the Academic Council.

Without prejudice to the generality of functions mentioned, the Academic Council shall have powers to:

- a) Scrutinize and approve the proposals of the Boards of Studies with or without modification 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 institute 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.

10.3 Board of Studies

Board of studies is constituted for each programme with the responsibility to design academic curriculum for respective program.

10.3.1 Constitution of Board of Studies:

- a) Head of the Department concerned (Chairman).
- b) As per UGC norms “the entire faculty of each specialization” will be part of BOS. However, from the operational point of view one faculty from every specialization will be nominated.

- c) Two subject experts from outside the Parent University to be nominated by the Academic Council.
- d) One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the institute Director.
- e) One representative from industry/corporate sector/allied area relating to placement.
- f) One postgraduate meritorious alumnus to be nominated by the Director.
- g) The Chairman, Board of Studies, may with the approval of the Director of the institute, co-opt:
 - a) Experts from outside the institute whenever special Courses of studies are to be formulated.
 - b) Other members of staff of the same faculty.

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year.

10.3.2 Functions of the Board of Studies of a Department.

- a) 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.
- b) To suggest methodologies for innovative teaching and evaluation techniques.
- c) To suggest panel of names to the Academic Council for appointment of examiners; and
- d) To coordinate research, teaching, extension, and other academic activities in the Department/Institute.

10.4 Finance Committee.

The responsibility of the Finance Committee is primarily to provide financial insight for the Institute, which includes budgeting and financial planning, financial reporting and the creation and monitoring of internal controls and accountability policies related with the financial matters of the institution.

10.4.1 Constitution of Finance Committee.

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

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year

10.4.2 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 U.G.C., income from fees, funds received from parent Trust, CSR funds, receipts from consultancy & R & D activities, grants received from various government, semi-government and multi-lateral agencies etc. collected for the activities to undertake the scheme of autonomy; and
- b) Audited accounts for the above.

11 Roles and Responsibilities of the various academic and administrative authorities.

The following description covers major roles and responsibilities. Any undefined activity can be assigned by the Director/ Principal/Head of the Institution as his/her discretion to anyone within the institution and such assignment will be later ratified by the Governing Council where and when necessary.

11.1 Roles and Responsibilities of Director.

The following are some of the important Roles and Responsibilities of the Director.

- a) Developing an ideal institute by promoting various curricular, co-curricular and extra-curricular activities.
- b) Handling administrative and financial matters diligently to lead by example.
- c) Developing a long-term plan for the institution and working for realizing the vision of the institution and the parent trust in close association with the top management.
- d) To seek advice from the Management in incongruence of any kind.
- e) To liaison with DTE, AICTE, affiliating university, professional bodies, institutions, industries, Government, and community at large.
- f) To arrange in Governing Body meetings as a member secretary, advise on various policy issues, participate in decision making process and ensure implementation of decisions taken by the governing body.
- g) Be responsible for human resource management career planning and development of teaching and non-teaching staff as well as training need identification and facilitate, encourage knowledge and skill upgradation on a regular basis.
- h) Be responsible for improving quality of academic and non-academic staff over a period.
- i) Be responsible for improving student enrolment, quality, and regional diversity of students year on year basis.
- j) Be responsible for improving student placement number, quality, and compensation year on year basis.
- k) To prepare financial budget and submit it to Governing Body for approval.
- l) To represent the institute in various State and regional level bodies, societies, councils as and when required.
- m) To advise the Deans, HODs and faculty in various academic and administrative matters.
- n) To inspect the departments, laboratories and monitor their functioning on a regular basis for ensuring quality education.

- o) Optimize the resources available for academic and administrative, functions of the institute.
- p) Implement uniform systems in academic, administration, finance, etc. wherever it is applicable and possible.
- q) Conduct regular meetings of various committees for better liaison and coordination in academic, administration, financial matters. To facilitate exchange of ideas and to improve cooperation in various activities.
- r) Conduct College Development Committee (CDC) meetings to ensure Quality Management of the Institution.
- s) Monitor effectiveness of teaching and learning outcome as per the prescribed curriculum as well as teaching methodology suggested by the University / AICTE / Management.
- t) Develop the necessary infrastructure for the institute and monitor the efficiency and effectiveness of procurement, utilization and disposal of the necessary infrastructure like furniture & fittings, lab equipment, books, computers, software, and any other requirement for the institution as per the prescribed procedures.
- u) To set high standards of commitment and involvement in work
- v) To conduct affairs of the institution in an orderly manner and in accordance with the rules and regulations.
- w) To encourage research internally and bring in research funding from national, international, multilateral, philanthropic agencies, and industries.
- x) To explore and facilitate possible tie-ups and partnerships with other institutions, industries, and research organizations.
- y) To mobilize CSR funds for various institutional needs like supporting needy students, offering training programs and infrastructure development with prior approval of Governing Body
- z) To offer short-term training programs for internal and external students, individually and/or jointly certified with partner agencies.
- aa) To offer training programs for and in partnership with industry for re- skilling and up skilling
- bb) Work to develop the institute in all areas for an overall growth of the institute.
- cc) Any other task which may be assigned by Governing body from time to time.

11.2 Roles and Responsibilities of Dean- Academics, Quality Assurance.

- a) To work as a liaison between Head of Departments (HODs) and Director.
- b) Design and Development of curriculum in coordination with Board of Studies.
- c) Preparation of the academic, calendar, monitoring the progress of class work, syllabus coverage, student counselling/mentoring, directing and supervising student activity programs, and maintaining academic discipline.
- d) Ensure readiness of classrooms, laboratories before the start of the term.
- e) Maintaining proper academic records through repository system.
- f) Preparing course-wise specialization of faculty list in all the programs.
- g) Conducting meeting and maintaining an up-to-date record of Teacher Guardian Scheme (TGS).
- h) To supervise the functioning of Library of the Institute.
- i) Arranging FDP/ Workshop/Seminar/Conferences supporting the academics.
- j) To suggest the Director to take suitable steps from time to time to strive for the high academic standards.
- k) To provide a value-added education to make students more employable.
- l) To ensure the quality education through IQAC driven activities in line with UGC and NAAC guidelines.
- m) Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
- n) To arrange in service training programs for the teachers to update their knowledge and skills for aligning it with the updated/ revised curriculum.
- o) To evolve and implement management and administrative mechanisms that are responsive, reliable, and efficient for maintaining high standards of academics in the institute.
- p) To prepare framework and documentation for various national and international accreditation bodies like NAAC, NBA etc.
- q) To prepare framework and documentation for various ranking agencies like NIRF etc.
- r) Any other task, which may be assigned by the Director from time-to-time.

11.3 Roles and Responsibilities of Registrar.

- a) To assist the Director in administering and leading the institute within the policy framework developed by the Academic Council.
- b) To work as a team member with other administrative personnel of the institute in the development of administrative practices and regulations
Completing the student admission process of all programs of the institute.
- c) Improving quality of working of faculty, staff, and students by ensuring effective utilization of Institutional resources to students, staff, and faculty.
- d) To recruit and approve appointment of faculty, non-teaching staff, office staff.
- e) Maintaining all records pertaining to students, faculty, and staff.
- f) To plan and prepare the budget and monitor implementation of sanctioned budget.
- g) Providing and maintaining funds and facilities by:
- h) Determining the need and planning for facility maintenance, renovation, and expansion
- i) Determining specifications for supplies and equipment.
- j) Preparing reports/grant applications for AICTE, DTE, University, UGC etc.
- k) Obtaining and developing personnel by:
- l) Planning, directing, scheduling, and coordinating in-service training program for non-teaching staff.
- m) Supervising and evaluating administrative personnel.
- n) Be responsible for all internal and external communication using all platforms and modes of communication be print, audio, visual, digital, web, social media for maintaining relations with the community by disseminating relevant and timely information to the parents, students, teaching and non-teaching staff, management all other stakeholders and public at large.
- o) Maintaining all content safely and make it accessible to all as per their needs and at the same time ensure the confidentiality of the information wherever it is must.
- p) Operation, maintenance and up-gradation of Enterprise Resource Planning (ERP), Customer Relationship Management(CRM), Content Management System(CMS) and all such administrative software and hardware.
- q) Any other task, which may be assigned by the Director from time-to-time.

11.4 Roles and Responsibilities of Dean Examinations and Evaluations.

- a) To coordinate with Registrar, to receive the details of the admitted students.
- b) To co-ordinate with respective HOD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
- c) To arrange to issue appointment letters as examiners for the conduct of practical, theory, project work and viva-voce.
- d) To receive the filled in Examination Application forms from the students.
- e) To liaise with Dean Academics for preparation of all types of examination schedules.
- f) To arrange to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards well in advance.
- g) To arrange for the issue of Hall tickets.
- h) To receive the internal marks (finalized) and the attendance of each section of students from respective Head of the Department.
- i) To arrange the examinations and ensures publication of results within 10 days after the completion of Examinations.
- j) To arrange for the conduct of advanced supplementary Examinations for students after the publication of end semester examinations results.
- k) To arrange to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
- l) To inform to the Director about the malpractice cases, if any, and forwards to the grievance committee. Ensures timely declaration of the results of all the examinations, particularly the end semester examinations.
- m) To arrange to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
- n) To provide result data to each HOD for result analysis .
- o) All examination records to be kept in safe custody and be made available as and when required. Ensuring the confidentiality of all the examination data shall be the prime responsibility of all the concerned in the process of examinations and evaluations.
- p) To take appropriate and timely action with respect to the malpractice cases related with examinations either by students or any other person as per the rules and regulations and take appropriate measures to prevent the same.
- q) Any other task, which may be assigned by the Director from time-to-time.

11.5 Roles and Responsibilities of Dean- Students Development and Alumni.

- a) To maintain a ragging free campus.
- b) To ensure discipline amongst the students on and off the campus.
- c) To provide inputs for the academic calendar for various co-curricular and extra-curricular activities.
- d) To ensure proper conduct of co-curricular activities through respective In-Charges.
- e) To ensure proper conduct of extra-curricular activities through respective In-Charges.
- f) To ensure through respective In-Charges proper functioning of amenities such as :-
 - a. Canteen
 - b. Transport
 - c. Recreational Facilities
- g) To redress any suggestion / complaint from the students through appropriate mechanism.
- h) To promote the societal activities among students.
- i) To facilitate formation of student's council, counselling of students.
- j) To facilitate NSS, NCC and Hostels' functions.
- k) To handle alumni affairs, including maintenance of all relevant details of former students and alumni association. To promote the alumni participation and encourage their contribution in various ways for the benefit of current students.
- l) To facilitate the Dean Training Placement, Entrepreneurship & Incubation to improve the placements of existing students with the help of alumni of the institute.
- m) Any other task, which may be assigned by the Director from time-to-time.

11.6 Roles and Responsibilities of Dean – R&D, Innovations.

- a) To develop and establish a policy to promote research culture in the institute.
- b) To manage effectively and efficiently the research programs and administration affairs of the research Centre of the institute.
- c) To prepare R & D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.

- d) To identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a planned manner.
- e) To advise and assist faculty on research publications, research proposals, patenting, research contracts, consultancy, and intellectual property issues.
- f) To develop and establish policy to check malpractices and misconduct in research.
- g) To build relationships with local, national, and international organizations, industries and facilitate communication and interaction with central funding agencies.
- h) To facilitate and support grant-writing activities for research investigations within the Institute and throughout its collaborative partnerships in academics and industry.
- i) To propose and establish Centers of Excellence for facilitating research and innovations and collaborate with national and global academic institutions and industries.
- j) Planning of research activities, resource mobilization and management of R&D projects.
- k) To organize national and international conferences, workshops, symposia with the participation of eminent scientists, engineers, technologists, and opinion leaders from different areas.
- l) To develop and establish consultancy policy for
 - a. Identifying and publicizing the areas of expertise of the institute.
 - b. Encouraging the faculty to utilize their expertise for consultancy services.
 - c. Costing of consultancy projects and Revenue sharing
- m) To facilitate Innovation cell activities.
- n) To assist the Director of the institute for resource mobilization through R & D activities.
- o) To ensure optimum utilization of existing R & D facilities available in the institute.
- p) Any other task, which may be assigned by the Director from time-to-time.

11.7 Role and responsibilities of Dean - Training, Placement, Entrepreneurship & Incubation

- a) To strengthen the Industry Institute Interaction.
- b) To coordinate with HOD's for arrangement of Industrial visit of students.
- c) To arrange for trainings for upgradation of skills and preparing students for placements.
- d) To arrange the in-plant training for students.
- e) To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
- f) To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
- g) To arrange entrepreneurship camps and to motivate students for self-employment.
- h) To arrange programs for guidance and counselling of the students regarding entrepreneurship activities.
- i) Incubation of student and faculty start-ups on and off campus.
- j) To facilitate entrepreneurship cell activities.
- k) To have improvement in the placement of students year by year with the aim of having 100% placement for the students who want it.
- l) Any other task, which may be assigned by the Director from time-to-time.

11.8 Roles and Responsibilities of Head of the Department.

- a) To take advice/sanction from the Dean Academics for implementation of academic, co-curricular and extracurricular activities.
- b) To assign duties to teaching and non-teaching staff of the Department.
- c) To ensures allocation of appropriate workload (teaching load and practical load) to all faculty members and technical non-teaching staff.
- d) To co-ordinate with the teaching and non-teaching staff of the department for smooth functioning of the conduct of academic, co-curricular and extracurricular activities of the department and facilitate for the same.
- e) To present the departmental budget/requirement to the Director through the Dean Academics and Dean R & D.

- f) To take the lesson plan from the teachers and ensure they follow the plan and ensure that the syllabi is completed in all respect in the stipulated time by all the faculty members.
- g) To ensure smooth conduct of examinations in co-ordination with Dean Examinations and Evaluations, including paper setting, assessment and evaluation of theory and practical performance and timely declaration of results.
- h) To submit recommendations, if any, to the examination committee for processing of results.
- i) To ensure purchases and proper maintenance of dead stock registers by the Laboratory in-charges.
- j) To ensure quality of academics with appropriate result analysis done at department and submit the same to Dean Academics and Quality Assurance.
- k) To ensure fully operational equipment of the laboratories and upkeep of the department.
- l) To motivate faculty towards submitting research proposals to various research funding agencies such as AICTE, DST, DRDO, etc. and encourage research/innovative programs in the department.
- m) To organize need based workshop/seminars/symposia/visits/excursions etc.
- n) To invite guest speakers for interaction and guidance to UG/PG/PhD students and faculty members.
- o) To guide the students for career opportunities.
- p) To facilitate faculty in the preparation and processing of self-appraisal of their performance and ensuring timely submission of the appraisal forms to the Director office after assessment with appropriate remarks/recommendations.
- q) To ensure the overall development of students through curricular-curricular and extra-curricular activities so as to make them industry ready.
- r) To maintain complete/updated alumni records right from the first batch and promote alumni interaction with current students in co-ordination with Dean Training Placement, Entrepreneurship & incubation.
- s) To ensure that institute equipment/facilities under the department's control are properly maintained and serviced as and when required.

- t) To ensure adherence to the rules and regulations and procedures by the staff (Teaching and Non-Teaching) of the department and coordinating the activities of the Department and assisting the Director of the institute for ensuring the quality of technical education in the respective department.
- u) To ensure having the appropriate accreditations (such as NBA), for the various programs in the Department and support the Director of the Institute for the institute level accreditation like NAAC and in all other endeavours undertaken by the Institute from time to time.

(Ref Annexure – 4.3 A)

List of Members: The following are the members of the Trust for the period - 2019-2024.

Sr. No.	Name of Trustee	Post /Designation	Email ID	Mobile No.
1.	Dr. Yadnavir Anandrao Kawade	President	kawade@gmail.com	9325211432
2.	Shri. Subhash Kalyanrao Lomte	Vice-President	subhashlomte@gmail.com	9422202203
3.	Mr. Bhupesh M. Mishra	Executive President	bhupesh.mishra@mit.asia	9422708788
4.	Shri. Munish Rattanlal Sharma	General Secretary	munish.sharma@mit.asia	9766649202
5.	Dr. Vivek Vishwanathrao Gharpure	Joint Secretary	vivekgharpure@gmail.com	9423781537
6.	Dr. Satish Balbhimrao Deshmukh	Treasurer	sbdeshmukhgs@gmail.com	9923466052
7.	Ms. Sheetal Madhukar Deshmukh	Member	masumbhupesh@gmail.com	9422202306
8.	Shri. Madhukar Haribhau Muley	Member	nirmangoldstructures@gmail.com	9689919484
9	Smt. Neelima P. Nagarkar	Member	Neema.n@hotmail.com	9867873225
10	Dr. (Ms.) Shakuntala S. Lomte	Member	slomte@gmail.com	9325212937
11.	Shri. Bhalchandra D. Bhat	Member	bhalba2003@yahoo.co.in	9822885581 9881126474

(Ref. Annexure – 4.6 A)

List of Institutions under GSM Trust

Sr. No.	Name of the Institute	Establishment Year	Programme	Location
1	MIT Technical High School, Satara Village Parisar, Aurangabad	1979	High School	Aurangabad, Maharashtra
2	JIRT, Washi, Osmanabad	1979	High School	Washi, Maharashtra
3	Maharashtra Institute of Technology (Engineering & Technology), Aurangabad (CASC)	1982	B.Tech., M Tech., MBA	Aurangabad, Maharashtra
4	Marathwada Institute of Technology, Aurangabad	1984	B.Tech., M Tech., B. Arch, M. Arch, MCA	Aurangabad, Maharashtra
5	Marathwada Institute of Technology (Polytechnic), Aurangabad	1983	MSBTE Diploma courses	Aurangabad, Maharashtra
6	MIT, MCVC, Cidco, Aurangabad	1989	Junior Institute	Aurangabad, Maharashtra
7	MIT High School, Cidco, Aurangabad	1992	High School	Aurangabad, Maharashtra
8	Marathwada Industrial Training Centre, Solapur	1993	ITI	Solapur, Maharashtra
9	MIT Tantra Vidya Mandir, Ambejogai	1996	Primary School	Ambejogai, Maharashtra
10	MIT YCMOU Study Centre, Aurangabad.	1996	YCMOU courses	Aurangabad, Maharashtra
11	MIT Technical School, Washi.	1996	Primary School	Washi, Maharashtra

12	Marathwada Institute of Technology (Polytechnic), New Delhi	1997	NTC Delhi Diploma courses	Mundka, New Delhi
13	Marathwada Institute of Technology (Engg & Tech), Bulandshahr, U.P.	1999	B.Tech.	Bulandshahr, Uttar Pradesh
14	Marathwada Institute of Technology (Applied Science), Bulandshahr, U.P.	2000	B.Sc., BCA	Bulandshahr, Uttar Pradesh
15	MIT Hospital and Research Institute, Aurangabad	2001	Hospital	Aurangabad, Maharashtra
16	Marathwada Institute of Technology (IT), Cidco, Aurangabad	2002	B.Sc., BCA, M.Sc.	Aurangabad, Maharashtra
17	Marathwada Institute of Technology (Polytechnic), Rotegaon	2006	MSBTE Diploma courses	Rotegaon, Maharashtra
18	MIT Nursing Institute, Aurangabad	2008	B.Sc. Nursing	Aurangabad, Maharashtra
19	MIT Institute of Food Technology, Aurangabad	2014	B. Tech. Food Technology	Aurangabad, Maharashtra
20	MIT ITI, Cidco, N-4, Aurangabad	2016	ITI	Aurangabad, Maharashtra

List of Annexures

Sr.No.	Description	Annexure	Page no.
4.3.	Executive Council of the Trust	Ref Annexure 4.3 A	
4.6.	Institutions under GSM Trust	Ref Annexure 4.6 A	
5.1.	Human Resources (HR) Policy	Ref annexure 5.1 A	
5.2.	E-Governance Policy	(Ref annexure 5.2 A)	
5.2.1	Student lifecycle management	(Ref annexure 5.2 A)	
5.2.2	Employee lifecycle management	(Ref annexure 5.2 B)	
5.2.3	Asset lifecycle management	(Ref annexure 5.2 C)	
5.2.4	Academics management	(Ref annexure 5.2 D)	
5.2.5	Financial management	(Ref annexure 5.2 E)	
5.2.6	General Administration	(Ref annexure 5.2 F)	
5.2.7	Compliance management	(Ref annexure 5.2 G)	
5.2.8	Quality management	(Ref annexure 5.2 H)	
5.3.	Financial Policy	(Ref annexure 5.3 A)	
5.4.	Facilities and Infrastructure Policy	(Ref annexure 5.4 A)	
5.5.	Internal and External Communication Policy	(Ref annexure 5.5 A)	
5.6.	Intellectual Property (IP) Policy	(Ref annexure 5.6 A)	
5.7.	R&D Policy	(Ref annexure 5.7 A)	
5.8.	Incubation and Innovation Policy	(Ref annexure 5.8 A)	
5.9.	Complaints, Grievances, Appeal and Redressal Policy	(Ref annexure 5.9 A)	
5.10.	Welfare Policy – Students	(Ref annexure 5.10 A)	

