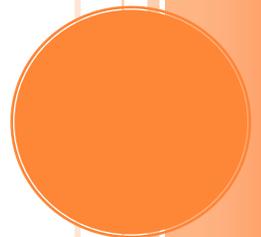




**BMSCE**  
ESTD.1946

# **GOOD GOVERNANCE DOCUMENT**

Enhancing the capabilities of Engineering Education



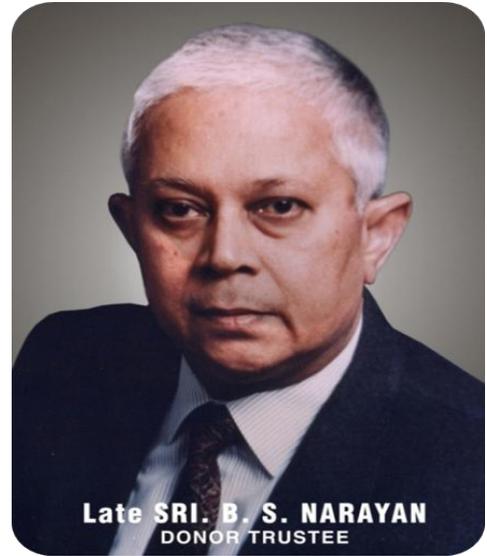
## FOUNDER



**Late SRI. B. M. SRINIVASAIAH**  
FOUNDER

The College was founded by Late Sri Businayana Mukundadas Sreenivasaiah (BMS) Honoured with Raja Karya Prasaktha by the then Maharaja of Mysore in the year 1946 A great Philanthropist & Visionary Ideals for which he stood, continues to inspire his inheritors

## DONOR TRUSTEE



**Late SRI. B. S. NARAYAN**  
DONOR TRUSTEE

After the demise of the founder, his dynamic and enterprising son Sri B. S. Narayan took over the reins of the College. The Institution started growing from strength to strength under his able guidance He was instrumental in establishing International Cooperation Division in 1979 and Partnering with the Melton Foundation, USA in the year 1991 for Cross Cultural Learning with students from USA, Germany, Chile and China

## FOREWORD

The Good Governance Document provides guidelines to support and strengthen the Governing Body in monitoring and overseeing the activities of institution and to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance.

The Document has been developed based on the good governance practice guide of TEQIP and good governance principles prescribed by VTU/UGC/AICTE and other agencies. The governance guidelines are aimed to towards effective utilization of manpower, infrastructure and facilities of the institution and thereby enhance the quality of education apart from providing transparency and accountability in the academic and administrative processes. The document also highlights some of the key principles of good governance adopted by the Institution at all levels.

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

In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-statutory committees formed for the smooth and effective functioning of the college.

It is hoped that the Good Governance Document supports the stakeholders to effectively contribute towards the institutional development and growth at all levels



Dr.K.Mallikharjuna Babu  
Principal



Dr.P.Dayananda Pai  
Chairman

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## **BMSCE HISTORY**

### **About the Institution**

**BMS College of Engineering (BMSCE)** was Founded in the year 1946 by Sri.B.M.Sreenivasaiah a great visionary and philanthropist and nurtured by his illustrious son Sri.B.S.Narayan. BMSCE is the first private sector initiative in engineering education in India. Started with only 03 undergraduate courses, BMSCE today offers 13 Undergraduate & 16 Postgraduate courses both in conventional and emerging areas. 15 of its Departments are recognized as Research Centers offering PhD degrees in Science, Engineering, Architecture and Management & M.Sc. (Engineering by Research) in all faculty of Engineering. There has been continuous modernization, increased size and sophistication retaining the basic philosophy of education at BMSCE. During the year 2015, BMSCE is entering 70th year of its journey in promoting engineering education. To commemorate the event, the Institution has lined up seven International conferences and several student centric events.

### **Salient Features**

- First private engineering college established in the Country
- Aided by Government of Karnataka
- First Institution in the state bestowed with NBA Accreditation in Tier I Format (Washington Accord)
- Accredited with A Grade by NAAC with CGPA of 3.41/4.00 (Valid up to 2018)
- Affiliated to All India Council of Technical Education(AICTE), New Delhi
- Affiliated to Visvesvaraya Technological University(VTU), Belagavi, Karnataka
- Approved by Council of Architecture (COA), New Delhi
- Included under section 2 (f) and 12 (B) of the UGC Act 1956
- Approved as QIP Centre in Engineering & Technology by AICTE, New Delhi
- TEQIP Phase I and Phase II Institute(World Bank Funded Project)
- Partner institution of the Melton Foundation, USA which advocates Global Citizenship
- Granted Permanent Affiliation status by VTU, Belagavi, Karnataka
- Self-financing programmes
- Committed and supportive Management
- Qualified, Experienced & Dedicated faculty and staff
- Faculty Gender ratio 50:50

The College has the distinction of attracting meritorious students. BMSCE is the most preferred destination not only for students of the Karnataka State but also from various parts of the country and abroad. The College has one of the largest student populations amongst engineering colleges in Karnataka. Currently about 5000 students are pursuing their higher education at BMSCE.

The academic performance of the students has been exceptional. More than 90% of the students secure first class/distinction. The Institution has an excellent Placement and Recruitment Cell. 90% of the eligible students are getting placed every year. The Institution has well-Qualified, Experienced & Dedicated faculty and staff members. BMSCE has the most advanced laboratories for practical training, state of the art computing facilities, spacious classrooms with good furniture and A/V aids, Wi-Fi campus and 24x7 internet facilities in the departments and hostels. The Institution has collaboration & extension by way of MOUs with various Governmental and Non-Governmental organizations for fostering Academics/ Research/ Innovation. A strong alumni base of over 30,000, most of them occupying coveted positions in various Educational, Industrial and Research organizations. The college is being ranked consistently among the top engineering colleges in the country by surveys conducted by various media sources.

## **VISION AND MISSION**

### **VISION**

Promoting the prosperity of mankind by augmenting human resource capital through quality technical education & training.

### **MISSION**

Accomplish excellence in the field of technical education through education, research and service the needs of society.

## **GOVERNANCE**

### **BOARD OF GOVERNORS**

The administration is overseen by the Board of Governors (BOG). The BOG approves the Strategic Plan, the Vision & Mission, Short Term and Long Term goals and the Budget based on the Strategic Plan. The implementation of the vision and plan is executed with the support and with the involvement of all the stake holders. The BOG ensures that all decisions on the matters such as admission quality, new programmes, infrastructure, Teaching Learning Process and Placements are arrived at based on the fundamental concerns of the Institution.

The BOG, constituted as per the provisions of the VTU Statutes on Autonomous Colleges consists of independent representatives from Government, UGC, AICTE, VTU & Industry. In addition, there are two faculty members (on rotation basis) included as members of BOG. The Principal is responsible for implementation of the Strategic Plan and reporting to the BOG. The BOG periodically reviews the implementation of strategic plan in tandem with its mission and vision. The BOG has established several committees (both statutory and non-statutory) for maintaining effective and efficient systems of implementation. The ranking of students' admission through Common Entrance Test (CET), placement, results and feedback are some of the important parameters through which the management benchmarks the institution's standing and ensures that the institution is achieving the intended outcome as per its strategic plan.

The BOG has in place a well-knit review system to assess the performance of the Principal (Head of the Institution), faculty and staff. The Annual Report presented by the Principal is discussed in the BOG meeting. The same is published in the College website. The Institution is also publishing the annual report in print and digital form. The Institution maintains a register of interests of the members of the BOG. The BOG meeting is conducted in an open manner. The student representatives are often invited to the BOG meetings and their views are obtained and duly considered. The Minutes of BOG Meeting(s) are also published in the college website ([www.bmsce.ac.in](http://www.bmsce.ac.in)). The relevant information is shared with HODs, faculty and staff through various meetings/circulars. The BOG ensures compliance to various regulatory bodies like UGC, AICTE, DTE, VTU, State Government, COA, TEQIP and others on regular basis.

## **PRINCIPLES OF MANAGEMENT AND GOVERNANCE**

The management is committed and performs the leadership role for effective and efficient conduct of teaching and learning process in the college. The responsibilities of the BOG are clearly delineated. The responsibilities of governance include choosing top academic/administrative functionaries (Principal, Deans, HODs and Directors), evaluating their performance, authorizing plans/commitments and evaluating the institution's performance.

The management has the responsibility for managing and enhancing the overall performance of the Institution. The management bears the responsibility of implementing the systems of governance. While governance is concerned with the formulation of the vision of an organization and translation of the vision into policy, the management is responsible for making decisions related to implementing the policies. The role of governance is to set the right policy and procedures for ensuring that things are done properly. On the other hand, management implements those policies and procedures in the process of doing things properly. This practice has been followed at BMSCE with governance being handled by the Chairman of the BOG and the management being headed by the Principal.

## **THE ROLE OF THE MEMBERS OF THE BOG INCLUDING THE PRINCIPLES OF GOOD BEHAVIOUR AND THE NEED TO AVOID CONFLICTS OF INTEREST**

Affirming its commitment to freedom, equality and opportunity, the Board adopts Non-Discrimination policy. The College does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status etc, in any of its activities or operations. The Management is committed to provide an inclusive and welcoming environment for all staff members.

Each member of the BOG signs 'No conflict of interest' statement in accordance with the institution's norms. The members of the BOG adhere to the highest level of conduct in carrying out duties and responsibilities which include the obligation to act honestly, in good faith and in the best interests of the Institution and to avoid conflicts of interest. They maintain strictest confidentiality or proprietary information communicated or disclosed as a member of the BOG.

## **THE ROLE OF THE CHAIR AND THE HEAD OF THE INSTITUTION (PRINCIPAL) AND THE RELATIONSHIP BETWEEN THEM**

The BOG is headed by the Chairman who is responsible for implementing its plans, policies and developmental needs for the benefit of its stakeholders. The Chairman is responsible for strategic leadership and good governance. The Principal being its chief academic and administrative officer provides leadership for the academic administration and ensures effective implementation of plans and policies of BOG for institutional development.

The Principal ensures that quality education is imparted to the students and that their holistic development is fostered. The Principal also ensures the all-round development of the institution and achievement of its strategic goals. Further, the Principal also performs the following roles and responsibilities:

- As Member-Secretary of BOG, puts forth proposals in all administrative/academic/finance related matters to the BOG and seeks approval and ensures its apt implementation;
- Assesses the human resource (HR) requirements of the institution and makes recruitments as per the procedures and norms laid down by the BOG;
- As Ex-officio Chairman of the Academic Council advises and guides the Chairpersons of the Boards of Studies (BOS) for framing curricula to match with emerging trends and/or market needs and ensures implementation of the decisions of the Council;
- Acts as a facilitator between external agencies and the Institution;
- Facilitates all the stakeholders to provide the necessary impetus for growth and development of the Institution;
- Ensures that proper administrative and evaluation processes are in place to address the rightful grievances of the students, staff and faculty members;
- As Executive in-charge of all academic and administrative bodies ensures adherence of all regulations as framed by the BOG;
- Conducts regular meetings among various bodies as necessary, for proper functioning of the Institution;
- Complies in a timely manner in generating and archiving all records and reports required by the various agencies like UGC, AICTE, DTE, VTU, TEQIP and others;
- Promotes accreditation activities and facilitates agencies like NBA and NAAC by complying in time with respect to all records and reports required by them;
- Takes all necessary actions for smooth conduct of examinations;
- Performs any other duties and responsibilities assigned by the Chairman, BOG from time to time.

### **APPOINTMENT OF THE CHAIR AND THE MEMBERS**

The BOG of BMSCE has been constituted as per the Statutes of Visvesvaraya Technological University (of which BMSCE is an Autonomous College) which are framed as per the UGC XI Plan Guidelines. BMSCE being a TEQIP Institution, the constitution of the BOG has also been approved by the State Government. The BOG consists of nominees of the Trust, State Government, UGC, AICTE, Affiliating University and the Industry. Two Faculty members (on rotation basis) nominated by the Principal also serve as Members of BOG. In addition, the BOG has the provision to associate invitees at its meetings for specific purposes. The BOG interacts with student representatives during its meetings.

The BOG comprises of members with strong academic background and administrative experience. This has vastly contributed to the success of the Institution. The institution is free from political interference. The BOG members devote an average of 80 – 100 hours of their time per year for various developmental activities (both academic and administrative) of the institution.

Term: Two years, except for the UGC/AICTE nominees whose term will be a full six years. Meetings: At least twice a year.

The nomination/appointment of members of the BOG and its Chairman shall be as prescribed in the Statutes of the University (Visvesvaraya Technological University) as detailed in the Table given below:

Composition of BOG:

| Number           | Category                      | Nature  |
|------------------|-------------------------------|---|
| <b>3 members</b> | Management                    | Nominated by the Trust as per the constitution or byelaws, with the Chairman or President/Director as the Chairperson   |
| <b>2 members</b> | Teachers of the College       | Nominated by the Principal based on seniority and on rotation basis   |
| <b>1 member</b>  | Educationist or industrialist | Nominated by the BOG/Trust  |
| <b>1 member</b>  | UGC nominee                   | Nominated by the UGC  |
| <b>1 member</b>  | State Government nominee      | Academician not below the rank of Professor or State Government Official of Directorate of Higher Education/State Council of Higher Education nominated by the State Government |
| <b>1 member</b>  | University nominee            | Nominated by the University   |
| <b>1 member</b>  | Principal of College          | Ex-officio  |

#### Board of Governors of BMSCE

| SNo | Name of the Member with Address   | Profession   | Designation                                     |
|-----|---|--|---|
| 1   | Dr. P. DAYANANDA PAI<br>Trustee, BMSET, BENGALURU                             | Managing Director<br>Century Building Industries                                   | Chairman<br>(Management)                        |
| 2   | Dr. B. S. RAGINI NARAYAN<br>Donor Trustee & Member-Secretary BMSET, BENGALURU | Family of Late<br>B.S.NARAYAN  | Member<br>(Management)                          |
| 3   | Sri. K. JAIRAJ, IAS (Retd)<br>Trustee, BMSET, BENGALURU                       | Former Addl. Chief<br>Secretary Government of<br>Karnataka                         | Member<br>(Management)                          |
| 4   | Dr. G. N. SEKHAR  | Vice Principal & Professor<br>Department of<br>Mathematics<br>BMSCE, BENGALURU     | Member<br>(Teacher of the<br>College)           |
| 5   | Dr. RAVISHANKAR DEEKSHIT  | Dean (Academic) & HOD of<br>Electrical<br>BMSCE, BENGALURU                         | Member<br>(Teacher of the<br>College)           |
| 6   | Sri. M.KRISHNASWAMY   | Project Director,<br>CARTO SAT-2, ISRO<br>BENGALURU 560 017                        | Member<br>(Educationist/<br>Industrialist)      |
| 7   | Dr. NIRMAL SINGH SEHRA  | Principal, Khalsa College,<br>Mumbai   | Member<br>(UGC Nominee)                         |
| 8   | Sri. H.U.TALAWAR<br>Trustee, BMSET  | Director of Technical<br>Education Government of<br>Karnataka<br>BENGALURU 560 001 | Member<br>(State Government<br>Nominee)         |
| 9   | Prof. D.TUKARAM   | Professor of Electrical<br>Engg.<br>Indian Institute of Science                    | Member<br>(University Nominee)                  |
| 10  | Dr. K. MALLIKHARJUNA BABU   | Principal<br>BMSCE, BENGALURU  | Member-Secretary<br>Principal of the<br>College |

## **THE COMMITTEE STRUCTURE AND THE SCHEME OF DELEGATION OF THOSE COMMITTEES**

The administration of BMSCE is overseen by the BOG. The BOG has in place several Committees/Sub-Committees in addition to statutory and other committees to continuously monitor the academic and administrative activities of the Institution. Adhering to the core principles of good governance, the Institution has various academic and administration committees in place to ensure smooth functioning and efficient governance. The prime objective of these committees is effective utilization of human resource, infrastructure and other facilities and to instil transparency and accountability in the process of administration.

The constitution of these committees is based on top-down and bottom-up approach to provide effectiveness. The committees comprise of key stakeholders including government, administrators, faculty, staff, industry, employer, alumni and current students. The diversity in the composition of committees helps in making pragmatic decisions.

The committees are classified into following groups:

1. Statutory Committees (as per VTU guidelines)
2. Sub Committees of BOG
3. Institution level Committees
4. Department level Committees
5. Adhoc Committees (Event Based)

The committees from S.No. 2 to 5 primarily act as recommending bodies to the executive/statutory committees which help in decision making. This document provides information on the Constitution, Functions, Term, Meetings, Quorum and Responsibilities of all the committees. The governance committees in place are as given below:

### **STATUTORY COMMITTEES**

| SNo | CNo | Title of the Committee | Acronym |
|-----|-----|------------------------|---------|
| 1   | S01 | Board of Governors     | BOG     |
| 2   | S02 | Academic Council       | AC      |
| 3   | S03 | Board of Studies       | BOS     |
| 4   | S04 | Finance Committee      | FC      |

## **S01. BOARD OF GOVERNORS (BOG)**

**Constitution:** The Constitution of the Board shall be according to the structure given below:

| SNo | Category  | Nature  |
|-----|---|---|
| 1   | Educationalist, Industrialist, Professional. Three members, one of them to be the Chairperson | Nominated by the State Government. Persons of proven academic interest with at least PG level qualification |
| 2   | Two Teachers of the College   | Nominated by Principal based on seniority and on rotation basis   |
| 3   | Commission Nominee  | Nominated by the Commission (UGC)   |
| 4   | Council Nominee   | Nominated by the Council (AICTE)  |
| 5   | State Government Nominee  | Nominated by the State Government   |
| 6   | University Nominee  | Nominated by the University   |
| 7   | Principal of the College  | Ex-officio Member-Secretary   |

Note: The Member-Secretary may invite student representatives from different programmes of study for an interaction with BOG.

**Functions:** Subject to the existing provisions in the Byelaws of the College/Trust and Rules laid down/approved by the State Government, the Board of Governors shall have powers to:

- Fix the fee and other charges payable by the students of the College on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and Certificates on the recommendation of the Academic Council.
- Approve institution of new programmes of study with the concurrence of Competent Authority.
- Lay down the procedure for selection/recruitment of teaching, non-teaching staff for appointing them in the College.
- Regulate and enforce discipline among the members of teaching, non-teaching staff in accordance with Rules/Procedures/Guidelines laid down in this regard.
- Delegate administrative, managerial and financial powers to the Principal and other functionaries in the college for its smooth functioning.
- Approve the annual report of the college.

Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and to fulfill the objectives for which the College has been declared as autonomous.

**Term:** Two years, except for the Commission/Council nominees whose term will be six years. The concerned authority shall fill-up any vacancy arising for any reasons whatsoever for the remaining period.

**Quorum:** One half of the members. *However, if there is no quorum for the meeting convened 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 presents themselves constitute the quorum and conduct the meeting.*

**Meetings:** Minimum two meetings per year. However, the meetings may be scheduled as and when necessary.

**Role of Member Secretary:** The Principal of Institution is the Member Secretary. In this capacity, the Principal puts-forth proposals on all administrative/academic/finance related matters and seeks approval and ensures its apt implementation. He assesses the HR requirement and assists the management in making needed appointments. He is the executive in-charge of all academic and administrative matters and ensures adherence of all regulations framed by the competent authority (BOG). The Member-Secretary shall with the approval of the Chairman, prepare the agenda for the meeting, record the minutes and circulate amongst the members.

## **S02. ACADEMIC COUNCIL (AC)**

**Constitution:** The Constitution of the Academic Council shall be according to the structure given below:

| SNo | Category  | Status              |
|-----|---|---------------------|
| 1   | Principal of the College  | Ex-officio Chairman |
| 2   | Vice Principal of the College   | Ex-officio Member   |
| 3   | All Heads of the Departments  | Ex-officio Members  |
| 4   | Four Teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College                          | Members             |
| 5   | Not less than four experts from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the BOG | Members             |
| 6   | Three Nominees of the University (VTU)  | Members             |
| 7   | Faculty at Professor cadre nominated by the Principal   | Member -Secretary   |

Note: The Member-Secretary may invite student representatives from different programmes of study.

**Note:** In the absence of the Principal at any meeting of the academic council, the Principal In-charge shall be the Chairperson of the Academic Council for that meeting.

**Functions:** Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- 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., if the Academic Council differs on any proposal, it will have the right to return the matter for the reconsideration of concerned Board of Studies or to reject it, after giving reasons to do so.
- Adopt regulations regarding the admission of students to different programmes of study in the College.
- Frame regulations consistent with the University norms, guidelines for the conduct of examinations and initiate measures for improving the quality of teaching, students' evaluation and student advisory system in the College.

- Recommend proposals to the BOG for starting of new programmes of study at the College.
- Approve the list of successful candidates for conferment of degrees by the University.
- Encourage the faculty members to undertake collaborative research, sponsored research, industrial consultancy, continuing education and related activities
- Advise the BOG in matters pertaining to academic affairs
- Make provisions to enhance Sports, Extra-curricular activities.
- Recommend to the BOG for institution of scholarships, studentships, fellowships, prizes and medals and to frame norms for awarding of the same and
- Perform such other functions as may be assigned to it by the BOG.

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

**Quorum:** One half of the Members shall constitute the quorum. However, if there is no quorum, for 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 themselves constitute the quorum and conduct the meeting.

**Meetings:** Minimum one meeting per year. However, the meetings may be scheduled as and when necessary.

**Role of Member-Secretary:** Shall convene the meeting of the Academic Council with the approval of the Principal. Shall with the approval of the Principal, prepare the agenda for the meeting. The Member-Secretary is responsible for making the minutes of the meeting and ensure compliance of the decision of the Council.

### **S03. BOARD OF STUDIES (BOS)**

**Constitution:** The Constitution of the Board of Studies (BOS) shall be according to the structure given below:

| SNo | Category  | Status                 |
|-----|---|------------------------|
| 1   | Head of the Department  | Ex-officio Chairperson |
| 2   | Faculty members covering different specialization   | Member                 |
| 3   | Subject Experts from outside the College nominated by the Academic Council  | Member                 |
| 4   | Expert from outside College nominated by the Vice Chancellor, VTU   | Member                 |
| 5   | Representative from industry / corporate sector / allied area relating to placement nominated by the Academic Council | Member                 |
| 6   | Postgraduate meritorious alumnus to be nominated by the Principal   | Member                 |

Note: The Chairperson may invite 2-3 students from different semesters of the Programme.

The number of members for S.No. 2 & 3 shall depend on the intake of the Programme offered by the Department/Cluster. The Chairperson may with the approval of the Principal, co-opt expert(s) from outside the College for special courses, if any.

**Functions:** The Board of Studies of a department in the College shall;

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and State/National requirement for the consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names of experts to the Academic Council for appointment as examiners; and
- Co-ordinate Research, Teaching, Extension and other academic activities in the department and perform any other functions that may be assigned by the Academic Council.

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

**Quorum:** One half of the members.

**Meetings:** Minimum One meeting per year. However, the meeting may be scheduled as and when necessary. *The Member-Secretary of the Academic Council shall draw the schedule for meeting of the Board of Studies for different departments or the Chairperson of the BOS may conduct the meeting with prior approval of the Principal.*

#### **S04. FINANCE COMMITTEE (FC)**

**Constitution:** The Constitution of the Finance Committee shall be according to the structure given below:

| SNo | Category   | Status              |
|-----|--|---------------------|
| 1   | Principal  | Ex-officio Chairman |
| 2   | One person to be nominated by the Chairman, BOG                      | Member              |
| 3   | One senior faculty of the College nominated by Principal on rotation | Member              |
| 4   | Officer in charge of Finance   | Member              |

**Functions:** The Finance Committee shall consider the Budget estimates relating to the grants received/receivable from the UGC and other agencies and income from fee collected for the activities to undertake the scheme of autonomy; and audit accounts for the above. Shall advise the BOG on all matters connected with the finances of the College.

**Term:** Two years.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

## **OTHER COMMITTEES**

| SNo | CNo | Title of the Committee                       | Acronym |
|-----|-----|--|---------|
| 1   | C01 | Board of Appointments                        | BOA     |
| 2   | C02 | TEQIP II - MONITORING COMMITTEE              | TEQIPC  |
| 3   | C03 | Hostel Committee                             | HC      |
| 4   | C04 | Alumni Executive Committee                   | AEC     |
| 5   | C05 | FACULTY PERFORMANCE MONITORING COMMITTEE     | FPMC    |
| 6   | C06 | Feedback Counseling Committee                | FBCC    |
| 7   | C07 | College Council                              | CC      |
| 8   | C08 | Deans Council                                | DC      |
| 9   | C09 | HODs Council                                 | HODC    |
| 10  | C10 | College Procurement Committee                | CPC     |
| 11  | C11 | Building & Works Committee                   | BWC     |
| 12  | C12 | Grievance Redressal Committee                | GRC     |
| 13  | C13 | Women Cell                                   | WC      |
| 14  | C14 | Anti-Sexual Harassment Committee             | ASHC    |
| 15  | C15 | Anti-Ragging Committee                       | ARC     |
| 16  | C16 | Entrepreneurship Development Cell            | EDC     |
| 17  | C17 | Feedback Implementation Committee            | FCC     |
| 18  | C18 | Academic Audit Committee for First Year B.E. | AAC     |
| 19  | C19 | Institutional Quality Assurance Cell         | IQAC    |
| 20  | C20 | Employees Family Welfare Fund Committee      | EFWFC   |
| 21  | C21 | Departmental Advisory Board                  | DAB     |
| 22  | C22 | Departmental Academic Committee              | DAC     |
| 23  | C23 | Board of Examiners                           | BOE     |
| 24  | C24 | Equivalence Committee                        | EC      |
| 25  | C25 | Departmental Procurement Committee           | DPC     |
| 26  | C26 | Library Committee                            | LC      |
| 27  | C27 | Sports & Cultural Committee                  | SCC     |

### **C01. BOARD OF APPOINTMENTS (BOA)**

**Constitution:** The Constitution of the Board of Appointments (BOA) shall be according to the structure given below:

#### **FOR AIDED POSTS:**

| SNo | Category  | Status           |
|-----|---|------------------|
| 1   | Donor Trustee & Member-Secretary BMSET              | Chairperson      |
| 2   | Management Nominee (nominated by the Chairman, BOG) | Member           |
| 3   | DTE Nominee   | Member           |
| 4   | Subject Experts                                     | Member           |
| 5   | University Nominee                                  | Member           |
| 6   | Concerned Head of the Department                    | Member           |
| 7   | Principal   | Member-Secretary |

#### **FOR UNAIDED POSTS:**

| SNo | Category  | Status           |
|-----|---|------------------|
| 1   | Donor Trustee & Member-Secretary BMSET              | Chairperson      |
| 2   | Management Nominee (nominated by the Chairman, BOG) | Member           |
| 3   | Subject Experts                                     | Member           |
| 4   | University Nominee                                  | Member           |
| 5   | Concerned Head of the Department                    | Member           |
| 6   | Principal   | Member-Secretary |

**Functions:** Shall conduct interviews for selecting suitable candidates for appointment to teaching, non-teaching and other posts in the college. Recommend candidates for recruitment to the BOG.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Need based; the meeting may be scheduled as and when necessary.

### **C02. TEQIP II- MONITORING COMMITTEE (TEQIPC)**

**Constitution:** It is a sub-committee of BOG for Monitoring Implementation of TEQIP II Project. The constitution shall be according to the structure given below:

| SNo | Category                    | Status          |
|-----|-----------------------------|-----------------|
| 1   | BOG Member nominated by BOG | Chairman        |
| 2   | BOG Member nominated by BOG | Member          |
| 3   | Principal                   | Member-Convener |

**Function:** Shall conduct periodical review to monitor the progress of the activities of TEQIP Phase-II (components 1.2 and 1.2.1) and provide guidance for better implementation of the project. Shall consider and accord approvals for proposals from time to time pending ratification by the BOG.

**Term:** Three years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum four meetings per year. However, the meeting may be scheduled as and when necessary.

### **C03. HOSTEL COMMITTEE (HC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| SNo | Category                         | Status            |
|-----|----------------------------------|-------------------|
| 1   | Chairman, BOG                    | Honorary Chairman |
| 2   | Donor Trustee & Member Secretary | Member            |
| 3   | Principal                        | Working Chairman  |
| 4   | Director, ICD                    | Member            |
| 5   | Vice-Principal                   | Member            |
| 6   | Dean (Academic)                  | Member            |
| 7   | Director (Admn), BMSET           | Member            |
| 8   | Joint Secretary, BMSETH          | Member            |
| 9   | Secretary, BMSETH                | Member-Secretary  |

**Functions:** Approve Annual Budget, Review the Annual Audit Report & Audited statements of accounts, make policies/rules from time to time necessary on general administrative matter, to approve developmental/improvement works taken up for the welfare of hostilities to consider/approve staff welfare measures proposed by the Hostel Administration. The Hostel Committee is the final disciplinary authority. It sanctions/authorizes initiation of disciplinary proceedings. It is the final authority to impose punishment on proved misconduct.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

**Role of Member-Secretary:** The Member-Secretary shall with the approval of the Working-Chairman convene the meeting. Shall with the approval of the Working-Chairman prepare the agenda for the meeting and also record the minutes and circulate amongst the members. The Member Secretary shall ensure compliance of all decisions of the Committee.

#### **C04. ALUMNI EXECUTIVE COMMITTEE (AEC)**

**Constitution:** The constitution shall be according to the structure given below:

| SNo | Category   | Status             |
|-----|--|--------------------|
| 1   | Three Trustees—one of them to be the Chairperson | Nominated by BMSET |
| 2   | Principal  | Working President  |
| 3   | Vice Principal                                   | Vice President     |
| 4   | One nominated Alumni faculty member              | Secretary          |
| 5   | One nominated Alumni faculty member              | Joint Secretary    |
| 6   | One nominated Alumni faculty member              | Treasurer          |

**Functions:** As per the Byelaws of BMSCE Alumni Network.

**Term:** Three years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

**Role of Secretary:** Shall with the approval of the Working-President convene the meeting. Shall with the approval of the Working-President prepare the agenda, record the minutes and circulate the same amongst the members. Secretary shall ensure compliance of all decisions of the Committee.

#### **C05. FACULTY PERFORMANCE MONITORING COMMITTEE (FPMC)**

**Constitution:** It is a sub-committee of BOG for monitoring the performance of faculty members. The constitution shall be according to the structure given below:

| SNo | Category  | Status              |
|-----|---|---------------------|
| 1   | Three members nominated by BOG, one of them to be the Chairperson | Chairperson/Members |
| 2   | Principal   | Member-Convener     |

**Functions:** Shall review & monitor the annual academic performance of the faculty. Advise the faculty on improvement of their academic performance. Advise the BOG on measures to further improve the academic performance of the faculty

**Term:** Three years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

#### **C06. FEEDBACK COUNSELING COMMITTEE (FBCC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| SNo | Category  | Status          |
|-----|---|-----------------|
| 1   | Member nominated by Chairman, BOG                     | Chairman        |
| 2   | External Expert                                       | Member          |
| 3   | Principal   | Member          |
| 4   | Vice-Principal  | Member          |
| 5   | Dean (Academic)                                       | Member          |
| 6   | Concerned Head of the Department                      | Member          |
| 7   | Faculty at Professor cadre nominated by the Principal | Member-Convener |

**Functions:** To counsel faculty for improving their performance, suggest ways and means to improve performance and competency of the faculty.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

**Role of Member-Convener:** Shall with the approval of the Principal, convene meeting(s). Shall prepare the agenda and minutes of the meeting. Shall circulate the minutes amongst the members. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

## **C07. COLLEGE COUNCIL (CC)**

**Constitution:** The Constitution of the College Council shall be according to the structure given below:

| SNo | Category                                  | Status            |
|-----|---|-------------------|
| 1   | Principal of the College                  | Chairman          |
| 2   | All the Deans                             | Members           |
| 3   | Controller of Examinations                | Member            |
| 4   | All the Heads of the Departments          | Members           |
| 5   | All the Directors                         | Members           |
| 6   | Three faculty members                     | Members           |
| 7   | Librarian                                 | Member            |
| 8   | Director Physical Education               | Member            |
| 9   | AAO, Registrar and office superintendents | Members           |
| 10  | Vice-Principal                            | Member - Convener |

**Term:** Three years and shall continue to be in force until reconstitution.

**Function:** To discuss & decide on the academic and administrative activities of the College. To notify the upcoming events of the college to discuss the preparedness for the same.

**Quorum:** One half of the members.

**Meetings:** Minimum four meetings per year. However, the meeting may be scheduled as and when necessary

**Role of Member-Convener:** Shall with the approval of the Principal convene meeting(s). Shall with the approval of the Principal prepare the agenda, record the minutes. *Shall circulate the minutes of the meeting amongst the members of the committee and copy marked to Personal Section of Principal for the information to the Principal.*

## **C08. DEANS COUNCIL (DC)**

**Constitution:** The Constitution of the Deans Council shall be according to the structure given below:

| SNo | Category                 | Status          |
|-----|--------------------------|-----------------|
| 1   | Principal of the College | Chairman        |
| 2   | Vice Principal           | Member          |
| 3   | All Deans                | Members         |
| 4   | Dean (Management)        | Member Convener |

**Term:** Two years and shall continue to be in force until reconstitution.

**Functions:** To consider, discuss & decide on academic/administrative matters of the College.

**Quorum:** One half of the members.

**Meetings:** Minimum four meetings per year. However, the meeting may be scheduled as and when necessary.

**Role of Member-Convener:** Shall with the approval of the Principal, convene the meeting(s). Shall prepare the agenda for the meeting with the approval of the Principal and record the minutes. *Shall circulate the minutes of the meeting amongst the members of the committee and copy marked to Personal Section of Principal for the information to the Principal.*

### **C09. HODs COUNCIL (HODC)**

**Constitution:** The Constitution of the HOD's Council shall be according to the structure given below:

| SNo | Category                    | Status              |
|-----|-----------------------------|---------------------|
| 1   | Principal                   | Ex-officio Chairman |
| 2   | All Head of the Departments | Ex-officio Members  |
| 3   | Vice-Principal              | Member - Convener   |

**Term:** Not Applicable.

**Functions:** To discuss the academic matters of the departments, to adopt common frame work and guidelines for the academic issues, to share the best practices, to approve the semester calendar of events and other issues.

**Quorum:** One half of the members.

**Meetings:** Minimum eight meetings per year. However, the meeting may be scheduled as and when necessary.

**Role of Member-Convener:** Shall with the approval of the Principal, convene meeting(s). Shall with the approval of the Principal, prepare the agenda for the meeting and also record the minutes (minutes of the meeting). *Shall circulate the minutes of the meeting amongst the members of the committee and copy marked to Personal Section of Principal for the information to the Principal.*

### **C10. COLLEGE PROCUREMENT COMMITTEE (CPC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>  | <b>Status</b>   |
|------------|--|-----------------|
| 1          | Vice Principal   | Chairman        |
| 2          | Staff nominated by the Management                            | Member          |
| 3          | Expert (Internal/External) Member nominated by the Principal | Member          |
| 4          | Assistant Administrative Officer                             | Member          |
| 5          | Concerned HOD or his nominee                                 | Member Convener |

Note: The proposer of the equipment/requirement shall be invitee for that meeting.

**Function:** The CPC shall review the proposal for its correctness in all respects. The CPC has to make its final recommendation to the Principal. The Principal shall go through the recommendations, and submit the file for Chairman's approval. After which the Purchase Order (PO) will be generated by the stores. The PO duly signed by the Principal shall be sent to the concerned vendor and a copy to the concerned HOD/Accounts Section as advance information. It is the responsibility of the concerned HOD to follow up the matter with regard to supply and installation. Any delay by the vendor shall be recorded & brought to the notice of the Principal.

The College Procurement Committee shall meet for reviewing & recommending the procurement of items above five lakh rupees.

**Term:** Three years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** As desired & directed by the TEQIP II.

**Role of Member-Convener:** Shall with the approval of the Chairman of the Committee convene meeting(s). Shall prepare the agenda for the meeting and also record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

**Responsibility:** The CPC shall ensure that the proposal has been made in accordance within the guidelines of the Institution. The CPC shall consider the proposal only after verifying the facts that all the sub-committees have gone through the proposal and cleared it.

### **C11. BUILDING & WORKS COMMITTEE (BWC)**

**Constitution:** The Constitution of the Building & Works Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b> | <b>Status</b>   |
|------------|-----------------|-----------------|
| 1          | Principal       | Chairperson     |
| 2          | Vice-Principal  | Member          |
| 3          | Estate Officer  | Member-Convener |

**Note:** Concerned HOD and Site Engineers shall be invited as and when necessary.

**Functions:** To discuss new project/works, to review the status of ongoing works - progress and execution, to consider & approve the maintenance requirements and other related issues.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum three meetings per year. However, the meeting may be scheduled as and when necessary

**Role of Member-Convener:** Shall with the approval of the Principal convene meeting(s). Shall with the approval of the Principal prepare the agenda for the meeting and also record the minutes (minutes of the meeting). *Shall circulate the minutes of the meeting amongst the members of the committee and copy marked to Personal Section of Principal for the information to the Principal.*

## **C12. GRIEVANCE REDRESSAL COMMITTEE (GRC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>                                       | <b>Status</b>   |
|------------|---|-----------------|
| 1          | Vice-Principal  | Chairman        |
| 2          | Dean nominated by Principal                           | Member          |
| 3          | Three faculty nominated by Principal                  | Members         |
| 4          | One faculty nominated by Chairperson of the Committee | Member-Convener |

**Functions:** To consider and redress the grievance of aggrieved students, their parents & others.

**Term:** Three years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

**Role of Member-Convener:** Shall with the approval of the Chairman of the Committee convene meeting(s). Shall prepare the agenda for the meeting, record the minutes and circulate amongst the members. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

## **C13. WOMEN CELL (WC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>                                 | <b>Status</b> |
|------------|---|---------------|
| 1          | Professor nominated by the Principal / Chairman | Chairperson   |
| 2          | Three faculty                                   | Members       |
| 3          | NGO Nominee                                     | Member        |

**Functions:** To consider and redress the grievances of women (staff & students).

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting(s) may be scheduled as and when necessary.

Note: The Chairperson shall draft the minutes of the meeting(s) and circulate the same amongst the members. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

#### **C14. ANTI-SEXUAL HARASSMENT COMMITTEE (ASHC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| SNo | Category  | Status      |
|-----|---|-------------|
| 1   | Professor nominated by the Principal / Chairman | Chairperson |
| 2   | NGO Nominee                                     | Member      |
| 3   | Three faculty members                           | Members     |
| 4   | One Non-Teaching Staff Member                   | Member      |

**Functions:** To consider and redress the complaints of Sexual Harassment at work place.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

**Note:** The Chairperson shall draft the minutes of the meeting(s) and circulate the same amongst the members. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

#### **C15. ANTI-RAGGING COMMITTEE (ARC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| SNo | Category                      | Status          |
|-----|-------------------------------|-----------------|
| 1   | Principal                     | Chairman        |
| 2   | Vice-Principal                | Member          |
| 3   | Secretary, BMSET Hostels      | Member          |
| 4   | Eight Student Representatives | Member          |
| 5   | Dean (First Year B.E.)        | Member Convener |

**Functions:** The role & responsibility of the Committee is to take all necessary measures for prevention of ragging inside the Campus/Hostels. Ensure that the guidelines of AICTE, UGC, VTU & other apex bodies are adhered to. Ensure that every student and his/her parents submit Anti-Ragging Affidavit at the time of first admission and there after each year at the time of annual registration. Ensure that each department maintains and safe upkeep thereof of the affidavits obtained. Conduct meetings and record minutes and circulate amongst the members.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary

**Note:** This committee is empowered to form **Vigilance Committee** and **Flying Squad** every year to ensure the campus is free from menace of ragging.

The responsibility of the Vigilance Committee is to ensure that all anti-ragging measures are in place to curb the menace of ragging.

The responsibility of the Vigilance Flying Squad is to maintain Vigil to check ragging activities. To make surprise visits both in the campus and hostels and other places vulnerable to incidents & having the potential of ragging.

## **C16. ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>  | <b>Status</b> |
|------------|--|---------------|
| <b>1</b>   | Faculty at Professor cadre nominated by Principal                | Chairperson   |
| <b>2</b>   | Six faculty members  | Members       |
| <b>3</b>   | One faculty member nominated by the Chairperson of the Committee | Convener      |

**Functions:** Shall create an awareness to nurture entrepreneurship. Shall create an entrepreneurial eco-system. Shall promote establishing start-ups on campus.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

**Role of Convener:** Shall with the approval of the Chairperson convene meeting(s). Shall with the approval of the Chairperson prepare the agenda, record the minutes and circulate amongst the members. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

### **C17. FEEDBACK IMPLEMENTATION COMMITTEE (FCC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>  | <b>Status</b> |
|------------|--|---------------|
| 1          | Faculty at Professor cadre nominated by Principal            | Chairman      |
| 2          | Faculty Coordinators (UG/PG) nominated by the concerned HODs | Members       |

**Functions:** Shall ensure the effective implementation of feedback process. Shall coordinate with the service provider. Shall document and maintain feedback statistics.

**Term:** One year and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

### **C18. ACADEMIC AUDIT COMMITTEE FOR FIRST YEAR B.E. (AAC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>                                   | <b>Status</b>   |
|------------|---|-----------------|
| 1          | Faculty at Professor cadre nominated by Principal | Chairperson     |
| 2          | Four faculty members                              | Members         |
| 3          | Faculty nominated by Chairman of the Committee    | Member-Convener |

**Functions:** Shall monitor first year engineering classes. Shall conduct regular meetings with the proctors concerned with first year. Shall conduct academic audit/visits and ensure proper maintenance of academic records - lesson plan, syllabus coverage attendance registers, CIE, AAT deployed by the faculty, course file, CO-PO mapping and remedial measures offered to slow learners.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum three meetings per semester. However, the meeting may be scheduled as and when necessary.

**Role of Member Convener:** Shall with the approval of the Chairperson of the committee convene meeting(s). Shall with the approval of the Chairperson of the committee prepare the agenda, record the minutes and circulate amongst the members. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

## **C19. INSTITUTIONAL QUALITY ASSURANCE CELL (IQAC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>   | <b>Status</b> |
|------------|---|---------------|
| <b>1</b>   | Principal   | Chairman      |
| <b>2</b>   | Vice Principal  | Member        |
| <b>3</b>   | One Faculty member from each department nominated by the respective HOD | Members       |
| <b>4</b>   | One Administrative/Technical Staff                                      | Member        |
| <b>5</b>   | One Student representative  | Member        |
| <b>6</b>   | One Management Representative   | Member        |
| <b>7</b>   | One Alumni Representative   | Member        |
| <b>8</b>   | One Community Representative  | Member        |
| <b>9</b>   | One Employer/Industrialist  | Member        |
| <b>10</b>  | One External Expert   | Member        |
| <b>11</b>  | One Faculty nominated by Principal                                      | Director      |

**Functions:** Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution; Suggest measures required for participatory teaching and learning process; Promote inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; Documentation of the various programmes/activities leading to quality improvement; promote adoption and dissemination of best academic practices; Development of quality culture in the institution; Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum one meeting per year. However, the meeting may be scheduled as and when necessary.

**Role of Director, IQAC:** Shall with the approval of the Chairman convene the meeting. Shall with the approval of the Chairman prepare the agenda, record the minutes and circulate amongst the members. Director shall ensure compliance of all resolutions of the Committee. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

## C20. EMPLOYEES FAMILY WELFARE FUND COMMITTEE (EFWFC)

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| SNo | Category                                    | Status          |
|-----|---|-----------------|
| 1   | Principal                                   | Chairman        |
| 2   | Vice-Principal                              | Member          |
| 3   | Two faculty members                         | Members         |
| 4   | Two Non-Teaching staff Members (Tech/Admn.) | Member          |
| 5   | Librarian                                   | Member          |
| 6   | Superintendent of Accounts                  | Member          |
| 7   | Faculty member nominated by the Principal   | Member-Convener |

**Functions:** To manage and administer the Family Welfare Fund (FWF), to promote the welfare of the staff as per norms laid down from time to time, to publish annual statement of Accounts (FWF) for the information of staff.

**Term:** Two years.

**Quorum:** One half of the members.

**Meetings:** Minimum one meeting per year. However, the meeting may be scheduled as and when necessary.

**Role of the Member-Convener:** The Member-Convener shall with the approval of the Chairman convene the meeting. Shall with the approval of the Chairman prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

## C21. DEPARTMENTAL ADVISORY BOARD (DAB)

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

**A] For UG student intake is  $\leq$  60 and Basic Science depts.**

| SNo | Category                  | Status            |
|-----|---------------------------|-------------------|
| 1   | Head of the department    | Ex-officio Member |
| 2   | One Industry Expert       | Member            |
| 3   | One Academic Expert       | Member            |
| 4   | One Alumni                | Member            |
| 5   | Accreditation Coordinator | Member Convener   |

**B] For UG student intake is > 60**

| SNo | Category                        | Status            |
|-----|---------------------------------|-------------------|
| 1   | Head of the department          | Ex-officio Member |
| 2   | Dean nominated by the Principal | Member            |
| 3   | Two Industry Expert             | Member            |
| 4   | One Academic Expert             | Member            |
| 5   | One Alumni                      | Member            |
| 6   | Accreditation Coordinator       | Member Convener   |

**Functions:** Review of the attainment of PEO, PO and suggest improvements and provide guidance and leads towards projects / research / consultancy.

**Meetings:** The Committee should convene meeting at least once in a year (limiting to a maximum of two per year).

**Tenure:** Two years.

**Quorum:** One half of the members.

**Role of Member-Convener:** Shall with the approval of the Principal, convene meeting(s). Shall prepare the agenda, record the minutes and circulate the same amongst the members. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

**C22. DEPARTMENTAL ACADEMIC COMMITTEE (DAC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

**A] For UG student intake is ≤ 60 and Basic Science depts.**

| SNo | Category                          | Status      |
|-----|-----------------------------------|-------------|
| 1   | Head of the department            | Chairperson |
| 2   | Senior Professor/Assoc. Professor | Member (01) |
| 3   | Senior Assistant Professor        | Member (01) |

**B] For UG student intake is >60**

| SNo | Category                          | Status      |
|-----|-----------------------------------|-------------|
| 1   | Head of the department            | Chairperson |
| 2   | Senior Professor/Assoc. Professor | Member (02) |
| 3   | Senior Assistant Professor        | Member (02) |

**Functions:** To prepare the Departmental Work Plan/Calendar, to verify proper maintenance of the academic records such as attendance registers/entry of Internal marks, to counsel & advise the students, if need be, to oversee all academic activities in the department, to establish professional body contacts, to approve the procurement/development plans etc.,

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

### **C23. BOARD OF EXAMINERS (BOE)**

**Constitution:** The Principal in consultation with the Academic Council shall constitute the Board of Examiners for each Programme. The Constitution shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>           | <b>Status</b> |
|------------|---------------------------|---------------|
| <b>1</b>   | Head of the Department    | Chairperson   |
| <b>2</b>   | Senior Faculty Members    | Members       |
| <b>3</b>   | Subject Expert - External | Member        |

The number of members for S.No. 2 & 3 shall depend on the size of the Programme offered by the Department/Cluster. The Chairperson may with the approval of the Principal, co-opt expert from outside the College for special courses, if any.

**Functions:** The Board of Examiners of each Programme in the college is responsible for all matters connected with planning and conduct of examinations and evaluation including periodical tests; Have powers to review and finalize examination results and to take remedial measures whenever considered necessary; Analyze the performances of students and report its findings to the Academic Council for consideration and necessary action, if any; May appoint sub-committees to assist in discharge of its functions.

**Term:** Two years.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

## C24. EQUIVALENCE COMMITTEE (EC)

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

### A] For UG student intake is $\leq$ 60 and Science Departments

| SNo | Category                                    | Status                 |
|-----|---|------------------------|
| 1   | Head of the department                      | Ex-officio Chairperson |
| 2   | Two faculty members of BOS nominated by HOD | Members                |

### B] For UG student intake is $>$ 60

| SNo | Category                                     | Status                 |
|-----|--|------------------------|
| 1   | Head of the department                       | Ex-officio Chairperson |
| 2   | Four faculty members of BOS nominated by HOD | Members                |

**Functions:** To consider student's request for change of branch; change of college; change of University etc., and compare the programme study of their institution with BMSCE programme and suggest the equivalence.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum one meeting per year. However, the meeting may be scheduled as and when necessary.

## C25. DEPARTMENTAL PROCUREMENT COMMITTEE (DPC)

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| SNo | Category   | Status          |
|-----|--|-----------------|
| 1   | HOD  | Chairperson     |
| 2   | One Faculty member nominated by HOD                        | Members         |
| 3   | One Faculty/Staff nominated by the Principal               | Member          |
| 4   | Expert (Internal/External) nominated by the Vice Principal | Member          |
| 5   | Departmental Procurement Coordinator                       | Member-Convener |

Note: The proposer of the equipment/requirement shall be invitee for that meeting.

**Functions:** After receiving the proposal, the HOD will place it before the DPC. The DPC shall evaluate & ensure that the proposal made conforms to the guidelines of the TEQIP-II/Institution. The DPC has the power to accept/reject a proposal in the event of non-conformation to the guidelines specified. The DPC shall record its observation and return the proposal seeking resubmission or recommend for calling quotations. The office of TEQIP/College Stores shall invite quotations from the vendors identified by the DPC and prepare the comparative statement of quotes received. The DPC shall verify the specifications & comparative statement, record its observations/recommendations for further process by the office of TEQIP/College Stores.

**Term:** Three Years.

**Quorum:** One half of the members.

**Meetings:** As per requirement TEQIP/Department.

**Role of Member-Convener:** The Member-Convener shall with the approval of the Chairman of the Committees convene the meeting. Shall prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

## **C26. LIBRARY COMMITTEE (LC)**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>                      | <b>Status</b>   |
|------------|--------------------------------------|-----------------|
| <b>1</b>   | Professor nominated by the Principal | Chairman        |
| <b>2</b>   | Seven faculty members                | Members         |
| <b>3</b>   | Librarian                            | Member-Convener |

**Functions:** Assessing the requirements and planning future development, budget proposal. Recommend procurement of learning resources (Books, Journals, Digital resources etc.). Upkeep of Library resources (both physical and digital).

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

**Role of Member-Convener:** Shall with the approval of the Chairman of the Committees convene meeting(s). Shall prepare the agenda for the meeting and also record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

## **C27. SPORTS & CULTURAL COMMITTEE**

**Constitution:** The Constitution of the Committee shall be according to the structure given below:

| <b>SNo</b> | <b>Category</b>                      | <b>Status</b> |
|------------|--------------------------------------|---------------|
| <b>1</b>   | One Professor nominated by Principal | Chairperson   |
| <b>2</b>   | Seven faculty                        | Members       |
| <b>3</b>   | Two Non-teaching staff               | Members       |
| <b>4</b>   | Director of Physical Education       | Convener      |

**Functions:** Shall be responsible for planning and conducting of Sports and Cultural events. Encourage active participation in the sports fests and cultural activities.

**Term:** Two years and shall continue to be in force until reconstitution.

**Quorum:** One half of the members.

**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

**Role of Convener:** Shall with the approval of the Chairperson convene meeting(s). Shall with the approval of the Chairperson, prepare the agenda for the meeting, record the minutes and circulate amongst the members. *Also mark a copy to the Personal Section of Principal for the kind information to the Principal.*

### **PRIMARY ACCOUNTABILITIES OF BOG**

The BOG of the College is the supreme administrative body of the College. It ensures the achievement of mission and vision of the TRUST. It promotes future academic plans & research activities by providing a clear-cut direction for implementation, and overall monitoring of all activities. It supports the Head of the Institution in execution of its programmes. It approves the budgetary allocation towards infrastructure, staffing pattern, Research and Development etc. The Minutes of the BOG are being uploaded on the institution's website ([www.bmsce.ac.in](http://www.bmsce.ac.in)), so that the students and staff have appropriate access to information about the proceedings of BOG meetings. Norms and duties of various functionaries at BMSCE as approved by the BOG are made available to the stakeholders concerned in hardcopy form and also uploaded on the website of the Institution

The BOG of BMSCE is individually and collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved. The BOG exercises the following powers:

1. Approve the Budget and Financial strategy of the Institution in accordance with the Institutions strategic plan and ensure apt usage of the allocated funds. Approve the audited annual financial statements. Ensure proper system of financial management with proper resource allocation and management
2. Ensure transparency in procurement process; review the audit reports (internal and external)
3. Human resource Management; Responsible for institution's human resources and employment policy which includes ensuring proper pay and employment conditions. Ensure appointments are made in clear, open and transparent manner. Develop strategy for staff retention. The Institution has an internal appeal and Redressal procedure.
4. Approve institution of new programmes of study leading to UG, PG and doctoral degrees
5. Collectively and individually steward the Institution fulfilling its mission
6. Act in good faith to the best interests of the Institution
7. Ensure that the meeting of the BOG are conducted in free and transparent manner
8. Approve the policies and programmes of the institution and monitor its effective implementation taking into cognizance the interest of the institution and stakeholders
9. Maintain the highest ethical standards and not allow any conflict of interest.

10. Open to feedback and suggestions regarding improvement in governance
11. Strategic management of the institution's land and buildings. As part of this responsibility, it identifies the property and space requirements, provides for a planned programme of maintenance. The BOG has put in place the Building and Works Sub-committee for this.
12. Risk Management, Control and Governance; effective risk monitoring mechanism both in terms of financial and well as academic management through
  - a) An effective internal and external audit mechanism.
  - b) A well-knit strategic plan. Allocate necessary resources to meet such plans. The Management monitors the strategic plan, both short term goals and long term goals, through periodical reviews (quarterly) of its implementation.
  - c) The Academic Council, the highest academic body in the institution, is responsible for setting the academic standards, policies and procedures. The BOG considers the recommendations of the Academic Council to create better academic environment for the faculty and students.
  - d) Interaction with students and all stakeholders on continual basis
  - e) Transparency in its governance
  - f) Establish various committees/academic bodies/boards etc. to monitor the activities and make recommendations. Involve faculties in decision making process as part of these committees. The recommendations of the committee are redressed by the Principal and approvals of the Management on specific issues are sought as and when necessary/mandated.
13. Health and Safety: The major responsibility for ensuring good health and safety of employees, students and other individuals. The BMS Trust Hospital supports the College in this regard. Insurance coverage is provided to all the employees including their spouse and 02 children (below 21 years), and accidental insurance to the students.
14. Perform such other functions as may be necessary and deemed fit for the proper development and to fulfil the objectives of the college.

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

### **INSTITUTIONAL GOVERNANCE & MANAGEMENT**

- The College has a strategic plan (2013-2020) in place. The Management periodically reviews the status of its implementation.
- The governance is totally transparent. The faculty/staff are also being involved in the decision making process. There are several committees (both statutory and non-statutory) for maintaining effective and efficient governance of the institution.
- The College has a proper system of financial management. Regular audits are being conducted by both internal and external auditors.
- BOG meeting is conducted in an open and fair manner. Faculty and student representatives are invited to participate in the proceedings of the BOG. The minutes of the meetings are also published in the College website ([www.bmsce.ac.in](http://www.bmsce.ac.in)).
- The departments have total academic /financial freedom. Each department has a strategic plan for their governance & development.
- The Institution has constituted an Internal Quality Assurance Cell (IQAC) to monitor / maintain quality in all its processes. The Annual Quality Assurance Report (AQAR) is submitted to NAAC and other competent authorities after due review by the BOG
- Annual report is presented and discussed in the BOG. The same is published in the College website.
- Publishing the institutions audited financial statements on the institution's website as information for the public.

### **LEADERSHIP & MOTIVATIONAL INITIATIVES**

- Democratic functioning, defined Role and responsibilities, decentralization of responsibilities, Proper financial management & Academic Autonomy are some of the other motivational initiatives.
- Faculty/student representatives are invited to the Board Meetings. Minutes of the BOG are published in the College website.
- Senior faculty members are made heads of various Academic/Administrative committees in the capacity of a Chairman of such committee.
- The faculty/staff recruitments are made in fair and transparent manner by Board of Appointments (BOA).
- Orientation & pedagogical training session for the new faculty.
- Annual Self-Appraisal by Teaching & Non-Teaching Staff and its review. Effective System of Performance Appraisal.
- Academic Audits by – Departmental Academic Committees & Institutional level Academic Audit Committees

### **PLANNING, MONITORING & RECORD KEEPING PRACTICES**

- External and internal audits are carried out on a regular basis
- A proper system for the financial management and control by way of both internal and external audits is in place. The budget is prepared by the Head of the Departments and central heads and Principal. The BOG approves the annual institutional budget. Four funds (Corpus Fund, Staff development fund, Maintenance Fund, Equipment replacement fund) are established to ensure financial sustainability.

- Involvement of faculty in the decision making processes at various levels
- Proper upkeep of records & documents. Digitization of records. e-governance- Admission process, Course registration, Elective registration and communication with the students are digitized and other student academic activities for academic and administrative processes are being customized (student profiles, CIE, SEE).

### **FOLLOWING RULES, REGULATIONS & TRANSPARENCY IN ACTIONS**

- The Institution completely adheres to the guidelines for implementing of Academic Autonomy of VTU. The Credit System, Curriculum Framework, Assessment, Grading, Innovations are in line with the VTU Guidelines and relevant to the current day needs. The institution ensures transparency and quality by regular monitoring through internal committees & external bodies consisting of eminent experts.
- The scheme, syllabus, rules and regulations pertaining to teaching learning and evaluation, grading system along with academic calendar of events are made available in digital & print form to the students. In addition, a separate campus information booklet is provided to the students highlighting the student facilities along with student's code of conduct. The campus book-let is also published on the college web page. The Academic Calendar, Examination manual, Academic Rules & Regulation are also made available in the College website ([www.bmsce.ac.in](http://www.bmsce.ac.in)).
- Providing as much information as possible to students, faculty, the general public and potential employers on all aspects of institutional activity related to academic performance, finance and management including the mandatory disclosures on the institution's website.

### **INITIATIVES FOR FACULTY/STAFF RECRUITMENT & RETENTION**

- Recruitment of faculty and staff are being made through Board of Appointments (BOA). The retention rate of faculty/staff is high. This may be attributed to the academic ambience in the campus, opportunities for higher learning, Research and innovation, policies and procedures and various other staff welfare measures in place. Some of the staff retention measures are Medical Insurance Coverage, Family Welfare Fund, Incentive for Research Activities, Reward System for fetching External Grants, Educational grant for wards of employees, Vehicle Loan etc.,

### **DECENTRALIZATION & DELEGATION OF POWERS/RESPONSIBILITIES**

- The Institution maintains highest level of Probity in its affairs.
- Major Academic/Administrative decisions are being addressed by the College Council
- Independent functioning of senior administrators of the institution - Vice-Principal, Deans, Controller of Examinations (COE)
- Delegation of academic/financial power to the Heads of the Departments.

## **BEST PRACTICES [ORGANIZATION & GOVERNANCE]**

- The BOG meets regularly. The members of BOG make active contributions for academic growth and development. The BOG members directly participate in various activities of the Institution and spend quality time to encourage the faculty, staff and students. The BOG adopts transparent governance mechanism.
- The Faculty and student representatives are invited to the Board Meetings.
- The BOG interacts with the students' representatives and considers their views.
- The minutes of the BOG are published in the College website.
- Regular online student feedback mechanism.
- The Management monitors the implementation of strategic plan, both short term goals and long term goals, through periodical reviews.
- e-Governance with an aim to efficient and transparent administration, e-governance introduced in almost all the Administrative and academic processes.
- The College publishes Academic Calendar for each session; publishes the examination schedule both CIE and SEE. Full transparency in all the processes right from the announcement of the examination up till the declaration of the results is maintained; proper monitoring of the conduct of examinations is in place for both Continuous Internal Evaluation (CIE) and Semester End Examination (SEE).

## **KEY ATTRIBUTES OF GOVERNING BODIES**

High performing Governing Bodies have a keen sense of their role, responsibilities, ethics and duties. They understand clearly the high standards and quality expected by those inside and outside the institution, and how they should carry out their duties to safeguard the mission, objectives and reputation of the institution on who's BOG they serve. BMSCE Governing Body follows this requirement to the extent possible.

The key attributes of BMSCE BOG are as follows:

### **Size of governing bodies**

The nomination/appointment of members of the BOG and its Chairman are as prescribed in the Statutes of the University. The size of the BOG is such that it is able to carry out its primary accountabilities effectively and efficiently.

### **Skills, experience and competences**

There is a balance of skills, experience and competences among BOG Members - sufficient to enable the BOG meet its primary accountabilities and to ensure the confidence of its stakeholders and constituents.

### **Independent members**

The Governing Bodies have a majority of independent members, defined as both external and independent of the institution. The institution is free from direct political interference.

### **Appointments**

The process for appointment of suitable staff is of critical importance to the future of an academic institution. The institution adopts a fair recruitment process. Detailed staff requirement analysis, effective advertisement, fair and transparent assessment of candidates form part of this effective process. A duly constituted Board of Appointments (BOA) is in-charge of the process.

### **Clarity of responsibilities**

There is clarity in relation to the role and responsibilities of the Chairman of the BOG the head of the institution and other administrators (as depicted in the Faculty & Staff Norms Book of the College)

### **Chair of the BOG**

The Chairman of the BOG is responsible for the leadership of the BOG, and is therefore, ultimately responsible for its effectiveness.

### **Principal (Head of institution)**

The Principal is responsible for the management of the institution. The Principal is accountable to the BOG, which makes clear and regular reviews.

### **Administrator to the BOG**

The administrator (the secretary or the registrar, the clerk etc.) supporting the BOG is responsible for ensuring compliance with all procedures and ensuring that papers are supplied in a timely manner with information in a form, and of a quality, appropriate to enable the BOG to discharge its duties and for recording the BOG's conclusions in a form which will aid their effective implementation. All members have access to the advice and services of the administrator to the BOG, and the appointment and removal of the administrator is a decision of the BOG as a whole.

### **Commitment**

Governing bodies meets regularly not less than two times a year, in order to discharge their duties effectively. Members of governing body attend meetings regularly and participate actively.

### **Conduct**

Individual members and governing body at all times conduct in accordance with the standards of behaviour that the public should rightfully expect such as: selflessness, honesty, integrity, objectivity, accountability, openness and leadership.

Governing bodies, and individual governors, exercise their responsibilities in the interests of the institution as a whole, and not as representatives of any constituency, company or organisation.

## **EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES**

The governing body keeps its effectiveness under regular review and ensure that the members are properly inducted and receive opportunities for further development as deemed necessary.

Effectiveness is measured against both an institution's statement of primary accountabilities and its compliance with these guidelines. Structures and processes are revised accordingly, as part of the BOG's on-going regular review processes.

## **REGULATORY COMPLIANCE**

Governing bodies ensure compliance with the statutes, ordinances and provisions regulating the institution, including regulations by Statutory bodies, such as the AICTE and UGC, as well as regulations laid out by the State government and affiliating university; and, subject to these, take all final decisions on matters of fundamental concern to the institution. The regulatory compliance includes demonstrating compliance with the 'not-for-profit' purpose of education institutions.

Effective governance has been ensured at BMSCE as a result of it being an integral part of the acts and statutes that considers autonomy and accountability.