

POLICY ON GOVERNNG BODY,ADMINISTRATIVE SETUPS

Policy Number : KITS/Reg/2016
Effective Date : 30th January, 2016
Review Date : After two years

1.Policy Statement:

The policy on Governing Body and Administrative setups refers to the Kakatiya Institute of Technology & Science, Warangal (KITSW) to ensure fair and uninterrupted regular functioning of the Institute such as Administrative Office, Departments, Sections, Laboratories, Training & Placement Section, Examination Section, Project Office, Gardening and other amenities of the Institute. The policy is applicable to all the departments/sections on no discrimination, which provides equal opportunity for overall development of the Institute in all respects. This policy is setup under three tier administration of the Institute. (i) Governing Body (ii) Administrative Committee (iii) Academic Committee.

2. Setup:

(a) Governing Body:

The following is the composition of the Governing Body.

The Governing Body shall have the following Composition, which is consistent with the guidelines prescribed by AICTE / UGC.

- Any Member of the Society to be nominated by it. Chairman
- Secretary and Correspondent of the Institute
to be nominated by the Society. **(Ex-Officio)** Member
- Treasurer of the Institute
to be nominated by the Society. **(Ex-Officio)** Member
- Two Members of the Society to be nominated by it Member
- Nominee of the **All India Council for Technical Education (AICTE)**
- Regional Officer (Ex-Officio) to be nominated by AICTE .. Member
- Nominee of the University Grants Commission (UGC) (Ex-Officio)
to be nominated by UGC Member

- Nominee of the Affiliating University
to be nominated by Vice-Chancellor Member
- Nominee of the State Government – (Ex-officio).
to be nominated by Commissioner of Technical Education Member
- Two to five members (Industrialist/Educationist/ Technologist)
nominated by the Society Member
- An Industrialist / Technologist / Educationist from the
Region to be nominated by the State Govt. Member
- Principal/Director of the Institute (as nominee of the Society) Member
- Two Faculty members to be nominated from amongst .. Member
the Regular Staff One at the level of Professor and
One at the level of Assistant Professor. Member
- Registrar .. Special Invitee

Subject to the provisions of the relevant acts of the Government of Telanganan and the AICTE / UGC Act of the Government of India, the Governing Body shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by the relevant acts of the State and Central Governments and the statutes, ordinances and regulations of the university.

Without prejudice to the provisions of the above, the Governing Body shall,

- ◆ Take decisions on questions of policy relating to the administration and working of the Institute.
- ◆ Take decisions regarding the new programme of study to be instituted at the Institute.
- ◆ Take decisions regarding the dis-continuation of un-dermanned programme of study at the Institute
- ◆ Institute various posts, both academic as well as others, and approve or reject the recommendations of the Selection Committees for all the posts other than Technical Supporting Staff, Ministerial staff and Class-IV staff.

- ◆ Consider the annual reports, the annual accounts, the audit report, the budget estimates of the Institute and major developmental plans and approve them after giving a final shape.
- ◆ Consider, modify, amend add to or repeal the administrative rules of the Institute.

The Governing Body shall have the power to appoint such Committees, as it considers necessary for exercise of its powers and the performance of its duties.

(b) Administrative Committee:

The following is the composition of the Administrative Committee.

- The Chairman of the Governing Body .. Chairman
 - The Secretary and Correspondent .. Member-Secretary
of the Institute (Ex-officio)
 - The Treasurer of the Institute (Ex-officio) .. Member
 - The Principal of the Institute (Ex-Officio) .. Member
 - One to **Five (1-5)** member(s) of the Governing .. Member(s)
Body to be nominated by the Society
 - Registrar Special Invitee
- Advise the Governing Body on all matters of policy and procedure related to the administration and working of the Institute.
 - Advise the Governing Body regarding staff requirements of the Institute and the recruitment qualifications for different posts.
 - Approve or reject the recommendations of the Selection Committees for the posts belonging to Technical Supporting, Ministerial and Class - IV cadres.
 - Act as the Committee to screen the applications received for all categories of posts other than Technical Supporting Staff, Ministerial Staff and Class - IV Staff.
 - Take decisions regarding the promotion to different non-teaching staff cadres.
 - Act as the disciplinary authority in case of all posts other than Technical Supporting Staff. Ministerial Staff and Class - IV Staff; the appellate authority for such posts being the Governing Body.

- Act as the appellate authority in case of Technical Supporting Staff, Ministerial Staff and Class – IV Staff for which the Secretary and Correspondent is the disciplinary authority.
- Advise the Governing Body in the matter of appointment of Legal Adviser and retainers and suggest the fee payable to them.
- Hold negotiations with staff unions and staff associations on all disputes and to make recommendations to the Governing Body.
- Guide and assist the Secretary and Correspondent on all matters related to the administration and working of the Institute as and when required.
- Perform such other functions which are specifically assigned to it by the Governing Body.

(c) Academic Council :

The Academic Council shall have the following composition.

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| • Principal (Ex-officio) | Chairman |
| • All Heads of the academic Departments (ex-officio) | Members |
| • Four Teachers of the college representing different categories (Viz: Professor, Associate Professors, and Associate Professor) of teaching staff by rotation on the basis of seniority of service in the college to be nominated by the Governing Body | Members |
| • 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 Governing Body | Members |
| • Three nominees of the affiliating University | Members |
| • A faculty member to be nominated by the Principal | Member Secretary |

The Principal may invite any other Member/ Members of the faculty to attend the meetings to assist in taking decisions on specific issues with the approval of the Governing Body.

- Review the teaching effectiveness and examination results and to make appropriate recommendations to the Governing Body to improve the academic performance of the Institute.

- Identify the curriculum changes desirable and to take appropriate action to effect such changes.
- Identify new academic programmes to be established and present detailed reports to the Governing Body for their consideration and final decision.
- Plan the development of the infrastructural facilities of the laboratories along with the improvement in the laboratories and to present suitable proposals to the Governing Body for their consideration and final decision.
- Plan the development of the library facilities and advise the Governing Body wherever necessary.
- Take decisions regarding the research and consultancy activities in the Institute and advise the Governing Body on matters related to the promotion of research and consultancy activities.
- Plan short term and continuing education programmes for resource mobilization and conduct such programmes after securing the approval of the Governing Body.
- Take decisions on the conduct of academic conferences, seminars, symposia and workshops after obtaining the necessary financial sanctions wherever necessary.
- Plan and implement the Training & Placement activities of the Institute.
- Plan and implement students counseling and career guidance activity of the institute.
- Finalize the academic calendar of the Institute for every academic year.
- Advise and assist the Principal on all matters related to academic programmes, students discipline and students welfare activities
- Any other functions specifically assigned to it by the Governing Body.

3. Scope:

This policy applies to the Kakatiya Institute of Technology & Science, Warangal

4. Policy Provision:

- To be accessible to any Inspecting agencies, and authorities.
- To be amended from time to time as and when required as per the guidelines of the AICTE/UGC or the Government of India or the State Government.

5. Implementation and Monitoring:

- The Principal of the Institute is responsible to implement the policy of the Institute.
- The administration of the Institute can monitor the implementation from time to time as and when required.

6. Violation and Penalties:

- Violation of the above provisions will be viewed seriously and the Principal will be dealt accordingly as per the provisions of the Institute rules in voge.

7. Review and amendments:

- The policy will be reviewed every three years by the administration for the policy enforcement and awareness program. The policy will also be reviewed earlier if necessary, as per the Government or Institutional needs.

**// Extract from the Administrative Manual
approved by the Governing Body //**

REGISTRAR

PRINCIPAL