

G.H.Raisoni College of Engineering, Nagpur

(An Autonomous Institute under UGC Act 1956)

Governance Guidelines

Preamble

This document is for the Governance of G. H. Raisoni College of Engineering, Nagpur (GHRCE). The purpose of these governance guidelines is to attain defined perspective plan and targets within stipulated time. This document of Governance has been evolved from various workshops, governing body meetings, academic council meetings, heads of departments, deans interactions at GHRCE.

Section I

Institution:

G.H.Raisoni College of Engineering Nagpur (GHRCE) is the flagship institute of Raisoni Group of Institutions (RGI). It is a premier research institute in Central India which has coveted status of autonomy. It has got dual accreditations, "A" grade by NAAC and also received NBA Accreditations & Reaccreditations in third cycle under Washington Accord and applied for eligible PG programs. It is one of the few institutes to have its degree equivalent to 17 countries under Washington accord. It is the youngest institute in the country to qualify for and implement TEQIP-I & TEQIP-II, the World Bank Assistance Projects.

The Academics is backed up with 7 UG, 14 PG and MBA, MCA, 5 & 1/2 year integrated Programme in Management courses along with 9 doctoral courses with highest intake of 1332. It has partnered with IIT Powai for providing NMEICT. GHRCE has also been selected as a center of IIT Madras for QEEE (Quality Enhancement in Engineering Education). This is the only institute to have 6 months mandatory internship in the 4 year B.E. course.

GHRCE has received number of Sponsored research projects from DST, AICTE and other reputed agencies to the tune of 3.2 crores. The intellectual capital is very strong with highest no. of Ph.Ds. It has hosted 06 IEEE International Conferences (ICETET) in India and Abroad. Institute has started International Journal on Emerging Trends in Engineering & Technology (IJETET).

Authorities of the College:

A) Chairman of the sponsoring society

B) Statutory Bodies

- a) Sponsoring society
- b) Governing Body/Board of Management
- c) Academic Council/Board
- d) Board of Studies/Subject Board
- e) Finance Committee
- f) Examination Committee

C) Non-Statutory Bodies

- a) Admission Committee
- b) Planning and Evaluation Committee
- c) Academic Audit Committee
- d) Grievance Committee
- e) Course Equivalence Committee
- f) Library Committee
- g) Student Welfare Committee
- h) Extra Curricular Activities Committee
- i) Internal Evaluation Committee

Section II

A.PRIMARY ACCOUNTABILITIES

A.1 To approve the vision, mission and strategic plan of the institution

- Governing body shall approve the institutional vision, mission, objectives, outcomes and development plans.
- It shall also frame and approve Strategic plan made by Deans and Director. It shall be formulated by looking down the line over a period of minimum five years.
- It shall ensure that all the developmental activities are streamlined according to the strategic plan. Accordingly each departmental head and Deans to give the five year planning for institutional development which acts as input for strategic plan.
- Each department shall develop departmental mission, objectives and outcomes. They shall be approved by respective Board of Studies, then in Academic Council and in BOG.
- It shall form a subcommittee of BoG especially including industry representatives to know whether it is required to review or not and also to be sent to all Alumni for review.

A.2 To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability

Institute shall have well defined organizational structure and various committees to monitor proper effective and efficient systems of control and accountability.

Finance

- Institute shall develop clear and transparent standard operating procedures (SOPs) with clearly mentioning Key Performance Indicators (KPI) for each role, unit, process with predefined targets & shall adopt all means for optimization.
- Institute shall have MIS system for purchase and making requests for items, Approval shall be done through e-system.

Some of the good practices to be followed:

- Budget planning
- Monthly budget
- Imprest amount to all Deans / HoDs / Senior Officials.
- Reallocation of budget
- To plan in advance
- More use of ICT in governance and academics & to implement.
- Shall adopt all means of optimization like preventive maintenance, energy audit, sharing of resources, regular internal audits in addition to finance audit, academic calendar for all processes to save the cost.

Human Resource

Some of the practices which shall be followed in Human Resource Management are:

- HR manual at the time of induction
- Sharing of resources
- HR interviews at NITs and IITs
- Training of 200hrs
- Orientation on autonomy
- Lab training
- Technical training at NITs and IITs only in the subject domain, qualification updation, research, pedagogy
- Faculty requirement based on load calculation
- Interview conduction
- Joining and Training
- Faculty motivation for R&D
- Faculty to be supported for qualification upgradation (M.Tech/Ph.D)
- Faculty to be sent for conference-national & abroad
- Financial assistance in the form of Salary advance / Festival advance.
- Deputation to Management capacity development

Various incentives like:

- 50% concession for Higher Education (M.Tech. & Ph.D.)
- 10% Incentive for R&D grant received
- Incentive of Rs. 5000/- for refereed journal publication
- Incentive of Rs.15000/- at the time of Patent filing and Rs.15000/- after the award of patent.
- Incentive of Rs.5000/- for guiding PhD scholars for maximum 03 years
- Incentive of Rs.10000/- for the award of PhD degree to research scholar.
- Incentive of Rs.10000/- for product development/ software of utility to institute
- Incentive of Rs.1000/- for coordinator of STTP/Conference
- Best teacher award
- Felicitation of Faculty getting PhD
- Car with conveyance to Professors
- 50% fee concession in group institutes to the wards of faculty and staff

A.3 To monitor institutional performance and quality assurance arrangements

- Institution shall always maintain quality of education through internal and external checks.
- Institution shall apply for accreditation as and when becomes eligible
- National Advisory board to be formed.
- External Academic Audit through PEERs
- Quality output in terms of publications
- Stakeholders satisfaction (Alumni, Parents, Industry, Students)

- Feedback mechanism
- High level of attainment of Programme Outcomes(POs) – every year in the month of May.
- High rate of attainment for Programme Educational Objectives (PEOs) and direct feedback
- Patents produced
- Internal audit every month so that corrective actions can take place before any issue gets aggravated.
- Benchmarking against other institutions

A.4 To appoint and review performance of different managerial / administrative positions of the institution

The Governing Body shall appoint the Head of the Institution. It shall also place suitable arrangements for monitoring his/her performance. Governing body shall monitor the appointment of various Deans and Administrative officers suggested by the Head of Institution. The Governing body shall review the performance of managerial / administrative positions of the institution.

B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

B.1 To publish an annual report on institutional performance

The Annual report shall be published covering all the achievements and activities of the institute.

B.2 Governing Body to be conducted in an open manner and to provide 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

- Board of Governance meets four times in a year
- Calendar is available on website of Meetings of BoG, Academic Council
- Minutes of meeting of BoG on website
- Academic council meets twice in a year and minutes of meeting on website
- Nomination of student member on BoG, Academic Council and Board of Studies
- Alumni and non-teaching staff on BoG
- Decentralization- Deputy Directors, Deans, and total 32 different committees
- Transparency in governance
- All Deans on BoG
- Feedback on every process and activities including academic processes from all stakeholders

- Annual report presented in BoG
- A perspective plan is prepared & divided into yearly plan with budget provisions
- Quarterly review of the yearly plan is carried out by the BoG.
- Analysis of achievement vs targets and deviation reported for corrective measures
- Feedback on each member of BoG specially Director & Chairman is sought for improvement.
- Student member, alumni member, Non teaching staff shall be appointed on BoG
- The Deans and HoDs shall be invited to attend the BoG meetings
- Feedback shall be taken by inviting alumni on curriculum development program
- Industry feedback shall be sought.
- Feedback shall be obtained from parents
- Various groups may be formed on social media for creating public interface.
- The minutes of the meetings shall be available on website for the information of all stakeholders

B.3 Open houses for resolving grievances

Open house for unresolved grievances shall also be arranged wherein the students who have grievances even after the grievance mechanism can report to Deputy Directors for solving their grievances.

C. KEY ATTRIBUTES OF GOVERNING BODIES

C.1 Structure of Governing Body

- The constitution of Governing Body shall have compliance of all statutory bodies.

Governing Body:

Sr No	Name of Member	Affiliation / Organization	Designation within BoG
1	Shri. Sunil Raison	Chairman, Ankush Shikshan Sanstha, Nagpur and Eminent Educationalist.	Chairman
2	Mrs. Shobha Raison	Secretary, Ankush Shikshan Sanstha, Nagpur	Member
3	Dr. S. S. Gokhale	Ex Director VNIT	Management Representative
4	Shri Kamlesh Pande	Member (Industrialist)	Industry Member
5	Shri. Gulabrao Thakre	Representing Directorate of Technical Education (Joint Director, Directorate of Technical Education, Nagpur Division)	Ex-Officio
6	Dr. Vishnupant Patil	UGC Nominee (Principal, S.S.Y.K.'s Arts College, Buldhana).	UGC Nominee

7	-	WRO Ex-Officio	Member
8	Dr. M.S Kadu	Vice Chancellor's Nominee and Member of Academic Council of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.	University Representative
9	Mr. Nitin Tatiya	Management Representative	Member
10	Dr. K.K. Dhote	Management Representative	Member
11	Letter Sent - Approval Awaited	AICTE Nominee	Member
12	Dr. P.B. Nagarnaik	Dy. Director G.H. Rasoni College of Engineering, Nagpur	Member
13	Dr. A.Y. Deshmukh	Dy. Director G.H. Rasoni College of Engineering, Nagpur	Member
14	Dr. L.G. Malik	HOD, CSE	Member
15	Dr. S.S. Dorle	HOD, ETRX	Member
16	Dr. P.R. Bajaj	Director, G.H. Rasoni College of Engineering, Nagpur.	Member Secretary
17	Mr. N. Bahl	Country Marketing Manager, Motorola	Invited Alumni
18	Mr. Kanishk Khanna	Content Partnerships at YouTube Google	Invited Alumni
19	Rutuja Mahajan	Student	Student Member
20	All Deans, Heads of Department		Invited Member

C.2 Nomination Committee for Appointment of Members to Governing Body:

Appointments of external / faculty / student members (other than statutory requirements) to the Governing Body shall be decided by sub committee of Governing Body headed by Chairman, BoG.

The structure of this committee shall be:

1. Chairman - Chairman of the Governing Body
2. Member - Management representative
3. Member-Educationalist/ Industrialist nominated by the management
4. Member Secretary - Director of the institution.

This committee also looks into renewal of any appointments. The external member to be considered for appointment shall be proposed by one of the members of Governing Body.

C.3 Roles and Responsibilities

Board of Governance:

- The calendar of meetings must be decided in advance and shall be made available to all members of BoG for better planning and 100% to be available.
- The statutes of GHRCE shall be prepared for better organization of meetings and shall be available on website.
- Every member of BoG shall devote minimum 100 hours per year for the institute.
- Although powers are delegated to the Director, there shall be use of ICT for fast governance & major approvals if any.

Academic Council:

The constitution of Academic Council shall have compliance of all statutory bodies.

- The calendar of meetings must be decided in advance and shall be made available to all members of Academic Council for better planning and 100% to be available.
- The statutes of GHRCE shall be prepared for better organization of meetings and shall be available on website.
- All professors, all section incharges shall be invited alongwith student representatives to discuss, delegate all academic issues to take fast actions.
- Major decisions shall be taken on various issues like term of course, approval of scheme & syllabus, major revision, issues related to degree, examinations etc. All above issues to be discussed, deliberated to implement in the institute

Board of Studies:

Each Department shall have its own Board of Studies (BOS) to look after all matters pertaining to all programmes run by that department. The constitution of Board of Studies shall have compliance of all statutory bodies.

- The calendar of meetings must be decided in advance and shall be made available to all members of Board of Studies for better planning and 100% to be available.
- The statutes of Board of Studies shall be prepared for better organization of meetings and shall be available on website.

- All the BoS members shall be invited alongwith student representatives to discuss, suggest the new courses, schemes, syllabus, examination and other activities related to academics to be placed in the meetings of Academic Council for final approval.

D.EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES

D.1 To keep effectiveness under regular review and to reflect on the performance of the institution as a whole in meeting its long-term strategic objectives and its short-term indicators of performance/success

- A perspective plan to be prepared
- This plan shall be divided into yearly plan
- A budget provision shall be there for yearly plan.
- It must be known to all & quarterly review of yearly plan to be taken. The analysis of achievement versus targets shall be made and deviation found, if any, shall be reported and necessary corrective steps shall be taken.
- Feedback for each member of BoG, specially Director & Chairman to be sought for improvement.

D.2 Induction and Orientation of members

- The new members shall be given induction and orientation about the practices.
- Members of BoG shall be deputed for Management capacity and vision development programmes, leadership programmes, study tours at abroad to visit elite institutes and research organizations

E. REGULATORY COMPLIANCE

To ensure the compliance of regulatory bodies

The Governing Body shall ensure the compliance with statutes, ordinances and provisions regulating the institution, such as AICTE, UGC, State Government and affiliating university; and, subject to these, take all final decisions on matters of fundamental concern to the institution. This will be ensured through the report by the Head of the institution, on a regular basis to the Governing Body. The Governing Body shall also ensure the 'not-for-profit' purpose of the institution and accreditation by national/ international professional bodies to assure quality to all its stakeholders.

- Based on above document the institute has organised two days Management Capacity Development programme for top 65 faculty members including Dean, HoDs & Professors.
- The same was organised for BoG members separately. Based on these two workshops, the points were deliberated and perspective plan was evolved.
- This Perspective plan was broken up year wise and targets were fixed

Perspective Plan:

Year	Outcome	Action	Targets
2014-15	PEER Teaching	Teaching to be done by peers	10 students
2014-15	Credit Transfer Scheme (CTS)	Exposure to students at institutes/ organizations of repute in India and Abroad	2 MoUs with organizations in India and 02 International organisations
2014-15	Patent Filing Institute amongst top 5	To encourage the innovation and to protect intellectual property	15 patents to be filed
2014-15	Research Grants	To get funding for research and developmental activities	To get grant of 1 crore
2014-15	Ph.D registration	To have faculty members registered for Ph.D	10% faculties to register
2014-15	Accreditation of all UG	To deliver benchmarked technical education	7
2014-15	Establishing Incubation centre	To promote the entrepreneurships	1 startup
2014-15	Online examination for some of the CAEs	To bring in the reforms in examination	Implementing in phase manner
2015-16	Ph.D Completion	To have faculty members completed Ph.D	5
2015-16	Accreditation of all PG programmes	To deliver benchmarked technical education	3
2015-16	Establishment of Center of	To create the facility in thrust areas	2

	Excellence		
2015-16	Enhancing Brand Image	Use of social media, open house	At National level
2015-16	Refereed Journal Publications	To publish papers in SCI/SSCI journals	10 Papers
2015-16	Visiting faculty from reputed institutes from abroad	To give the education of international tint	4 Faculties
2015-16	Online portal for students	To make us of ICT for data management	Implementation and testing in phases
2015-16	Use of MOOCs	To make use of massive open online courses (MOOCs)	7
2015-16	Choice Based Credit System (CBCS)	To provide flexibility in academics	CBCS for UG in phase manner
2015-16	Idea and Innovation portal	To get ideas and innovations online registered	Implementation in phases
2015-16	Industry Funded Laboratories	To enhance the industry needed facilities at the institute	2 Laboratory
2015-16	Technology Transfer	To transfer the technology to industry or society	1 Technology Transfer
2016-17	NABL Accreditation	To provide testing certificates	2 Labs
2016-17	Autonomous PhD Program	To have autonomous doctoral programmes	Apply as per the eligibility
2016-17	Industry Chair	To get industry involvement in specified research area	01

R Ranking

A Academic and Research Excellence

I Industry Connect

S Society connect

O Opportunities

N Networking

I Innovations