

ST JOSEPH ENGINEERING COLLEGE VAMANJOOR, MANGALURU – 575028

**Affiliated to VTU-Belagavi and Recognized by AICTE
NBA-Accredited: MBA, BE(CSE, ECE, EEE, MECH, Civil)
NAAC Accredited: A+ Grade**



Autonomy Administrative Structure and Guidelines

July 2023



CONTENTS

31. Preamble	3
2. Organization Structure:	5
3. Governing Body (GB)	6
4. Management Committee (MC)	8
5. Academic Council (AC)	10
6. Deans	12
7. Board of Studies (BoS).....	16
8. Joint Board of Studies (JBoS).....	17
9. Finance Committee (FC)	18
10. Examination Cell.....	19
11. Internal Quality Assurance Cell (IQAC).....	23
12. Staff Council	24
13. Board of Appointments	24
14. Non-Statutory Committees	25
15. Quality Assurance in Teaching-Learning with respect to OBE.....	27
16. College Level Committee Groups.....	30

1. Preamble

- 1.1 **Trust of the College:** The ownership of the college lies with "Diocese of Mangalore, Social Action Department", which is a charitable, not-for-profit trust instituted in 1981 as "Social Action Department of the Diocese of Mangalore", with Registration No. 12 of 1981-82, and thereafter amended in 2002 as "Diocese of Mangalore, Social Action Department".
- 1.2 **President:** The President of the Trust of the College is the Bishop of the Catholic Diocese of Mangalore, the current incumbent being the Most Rev. Dr Peter Paul Saldanha. By virtue of being the President of the Trust of the College, he will also be the President of the College and the Governing Body of the College. He will chair all meetings of the Governing Body of the college.
- 1.3 **Vice President:** The Vicar General of the Catholic Diocese of Mangalore will be the Vice President of the College and the Governing Body of the College. In the absence of the President, he will chair the meetings of the Governing Body of the college.
- 1.4 **Establishment of the College:** St Joseph Engineering College (SJEC) was set up by the Diocese of Mangalore, Social Action Department, in 2002, as a Christian Minority College. The minority status of the College is approved by Order No. ED 33 TEC 2002 dated 22 June 2002 of the Govt. of Karnataka and shall enjoy all privileges as enshrined in the Constitution of India, notwithstanding any restriction on such privileges contained in the clauses contained herein. The College is approved by the All India Council for Technical Education (AICTE), New Delhi, and affiliated to Visvesvaraya Technological University (VTU), Belagavi.
- 1.5 **Application for Autonomy:** Consequent to the accreditation of four of its undergraduate (UG) engineering programs by the National Board for Accreditation (NBA), New Delhi, the management and faculty of the college aspired to become an Autonomous College. The Governing Council and the Governing Board of the College approved the application for autonomy of the College in 2019. In November 2020, the University Grants Commission (UGC) Team of Experts visited the college to validate the application for autonomy and the UGC conferred autonomy to the college in December 2020 under the

UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous College) Regulations 2018. The conferment of fresh autonomous status was notified by VTU, for an initial period of Nine years (2021 - 2030) in June 2021, under the VTU Statutes on Autonomous Colleges Amended-2018.

1.6 New Autonomous Administrative Structure and Guidelines: The new Autonomous Administrative Structure and Guidelines were designed keeping the Bye-laws of the Trust, the UGC Regulations and VTU Statutes in view, seeking to abrogate the existing Governing Council and Governing Board, replacing them with a Governing Body under the leadership of the President of the Trust. The new institutional structure came into effect once the new Governing Body was constituted and subsequently approved the formation of the other bodies coming under it in July 2021. These are currently being revised to reflect the changes brought in by the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous College) Regulations 2023. The revised Autonomous Administrative Structure and Guidelines were approved by the Governing Body on 28 April 2023.

1.7 Aim and Objectives of Autonomy:

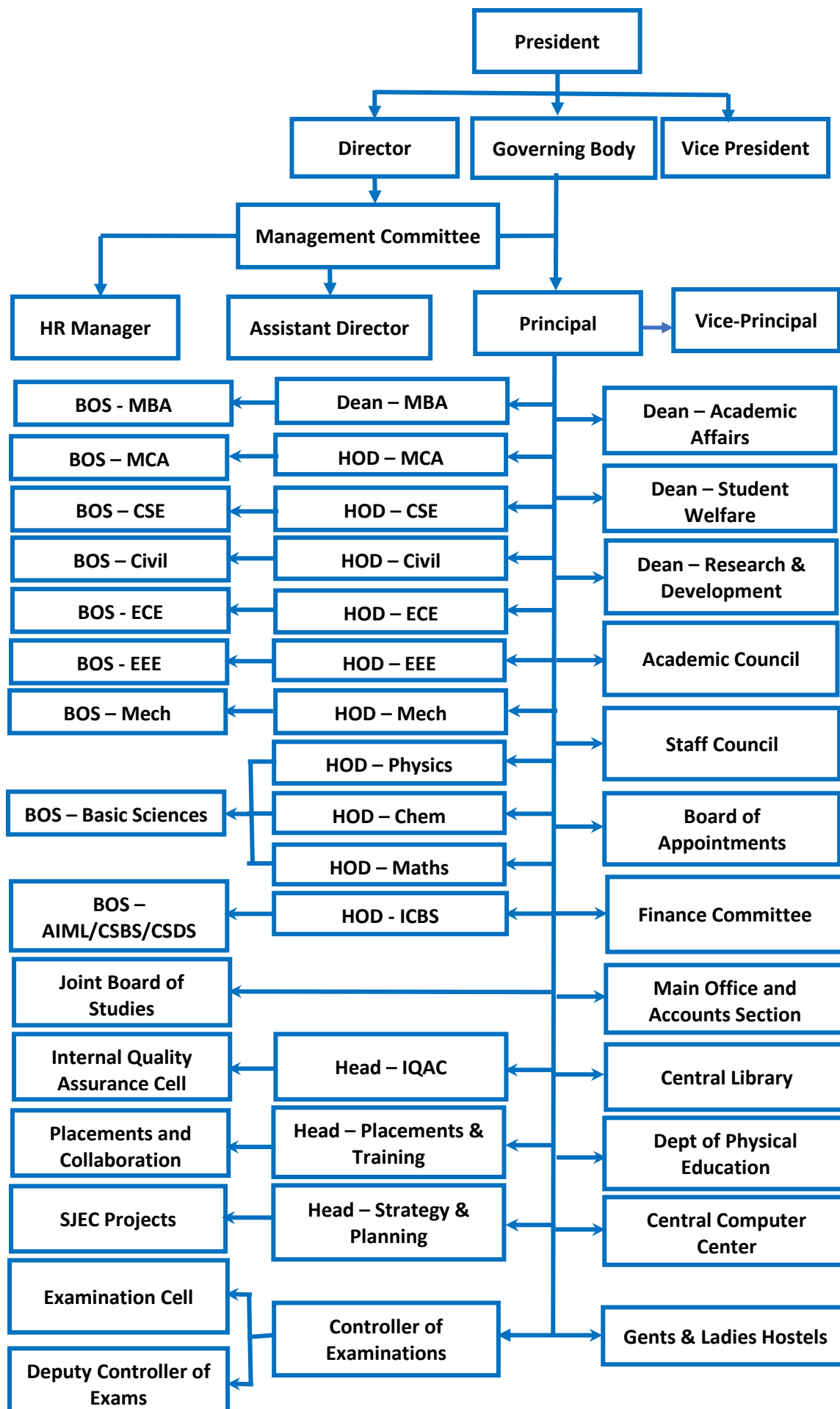
1.7.1 Aim:

To leverage autonomy for the attainment of the vision of the institution, through a realization of its motto: Service and Excellence.

1.7.2 Objectives:

- 1.7.2.1. To enhance teaching and learning practices in the institution so that they are more hands-on, leading to more competent professionals graduating out of the institution.
- 1.7.2.2. To use autonomy as a tool to make the programs more responsive to the needs of the industry, while inculcating human values through engagement with the local community.
- 1.7.2.3. To ensure that autonomy uplifts the assessment of student attainments making it a more transparent and reliable indicator of quality of graduating professionals.

2. Organization Structure:



3. Governing Body (GB)

3.1 Composition

Number	Category	Nature
5 Members	Members of the Trust	Nominated by the Trust as per the constitution or byelaws, with the President as the Chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation basis
1 Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff
1 Member	Educationist or Industrialist	Nominated by the Trust
1 Member	State Government Nominee	Academician not below the rank of Professor or State Government Official of Directorate of Higher Education/KSHEC nominated by the Government
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio Member Secretary

3.2 **Term:** The Governing Body shall be re-constituted every five years. The authority concerned shall fill up any vacancy arising for any reasons whatsoever for the remaining period.

3.3 **Meetings:** At least twice a year. Quorum for the meeting shall be 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 present shall themselves constitute the quorum and conduct the meeting.

3.4 **Functions:** Subject to the existing provision in the Byelaws of the Trust of the College and rules laid down by the State Government/parent university, the Governing Body shall:

3.4.1 Guide the College while fulfilling the objectives for which the College has been granted autonomous status.

3.4.2 Adopt the fees and other charges payable by the students of the College as fixed by the Government/ University in this regard from time to time.

- 3.4.3 Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- 3.4.4 Approve new programmes of study, leading to degrees, diplomas and certificates.
- 3.4.5 Recruit Teaching Faculty/Principal in accordance with the policies laid down by the UGC and State Government from time to time.
- 3.4.6 Approve annual budget of the College.
- 3.4.7 Regulate/ enforce discipline among the teaching/ non-teaching staff in accordance with the Rules/ Procedures/ Guidelines laid down.
- 3.4.8 Entertain, adjudicate upon and if thought fit, constitute a committee to advise and/ or recommend methods to address the grievance of staff members of the College.
- 3.4.9 Approve the Annual Report of the College, for submission to the University, the Government and the UGC, as well as for uploading on the College Website, and
- 3.4.10 Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the College.

4. Management Committee (MC)

4.1 Management Committee Composition and Functions: The Management Committee (MC) is chaired by the Director of the College and meets typically every week to execute the directives of the Governing Body, plan events, and decide on all academic and administrative issues from an operational perspective. The Assistant Director, the Principal and the Human Resource Manager shall be the other members of the MC. The MC will discuss and decide on all matters related to the coordination of the use of movable and non-movable assets of the College, the deployment and management of human resources, the development and effective utilization of facilities in the College and the overall maintenance of an ecosystem for the effective delivery of academic programmes of the College.

4.2 Director: The Director of the College is appointed by the President of the Trust and will be an Ex-Officio Member of the Governing Body. He represents the Trust of the College in the day-to-day running of the College and shall report to the President of the College. The role of the Director will be primarily that of an Administrator who shall focus on the management of the assets of the Trust of the College, the deployment of human resources, the planning and utilization of financial resources, the development and maintenance of required facilities and the realization of the Vision and Mission of the College through the Strategic Plans.

As ex-officio member of the Governing Body, and its nominee in the Finance Committee, the Director will coordinate the preparation of the Annual Budget to be presented to the Governing Body for approval. The Bank Accounts of the College will be controlled by the Director who will be the sanctioning authority of all amounts payable by the College. The Director will also be the nominee of the President to the Board of Appointments.

4.3 Assistant Director: The Assistant Director of the College is appointed by the President of the Trust and will primarily assist the Director in managing his responsibilities. He shall report to the Director and shall oversee those areas of management of the College that are specifically assigned to him. He shall be the in-charge Director in the absence of the Director from the Campus.

4.4 Principal: The Principal of the College is appointed by the President of the Trust and will be the Member Secretary of the Governing Body. He will also be an ex-officio member of

the Board of Appointments. He shall report to the Director on a day-to-day operational basis and will be responsible to the Governing Body for realization of its directives. The Principal is responsible to ensure that the overall academic system functions smoothly and is well coordinated between the various bodies and their respective roles. He chairs the Academic Council, the Joint Board of Studies, the Finance Committee, the Staff Council, the Examination Cell, the Internal Quality Assurance Cell, the Department Development Committees and the College Council. In coordination with the Deans and the Heads of Departments, he sets the Annual Academic Calendar of the College and ensures that all academic programmes function as per the Vision and Mission of the College.

The Deans, the Heads of Departments and Heads of Sections will report directly to the Principal. In matters related to finance and human resources, the Principal shall coordinate with the Director and, if required, involve the management committee, depending on the gravity of the matter at hand.

4.5 Vice-Principal : The Vice-Principal of the College is appointed by the Director as per need. He shall report to the Principal and shall specifically assist the Principal in carrying out his duties. He shall step in as In-Charge Principal by default, in case the Principal is not able to attend to his duties in emergencies and no other faculty has been explicitly designated by the Principal as the In-Charge during his absence.

4.6 Human Resource Manager: The Human Resource Manager of the College is appointed by the Director. He shall be the Member Secretary of the Board of Appointments. He shall report to the Director and shall specifically manage all matters related to the recruitment, deployment, performance appraisal, feedback analysis, promotion, benefits, grievances, reimbursements, salaries, retirement, termination and legal aspects related to the human resource of the College. He shall be responsible for carrying out the decisions of the Board of Appointments, in coordination with the MC.

5. Academic Council (AC)

5.1 Composition

5.1.1 The Principal – Chairperson.

5.1.2 All the Heads of Departments in the College – Members.

5.1.3 Four teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College to be nominated by the Principal – Members.

5.1.4 Not less than four experts/academicians from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body – Members.

5.1.5 Three nominees of the University not below the rank for Professors.

5.1.6 The Controller of Examinations of the Autonomous College.

5.1.7 A faculty member nominated by the Principal - Member Secretary.

5.2 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.

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

5.4 Meetings: The Member Secretary shall, with the approval of the of the Principal, convene the meetings of the Academic Council at least twice a year and on such other occasions as may be necessary. He/ She shall, with the approval of the Principal, prepare the Agenda for the meeting. 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 shall themselves constitute the quorum and conduct the meeting.

5.5 Functions: Without prejudices to the generality of functions mentioned, the Academic Council shall have power to:

5.5.1 Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

5.5.2 Make regulations regarding the admission of students to different programmes of study in the College keeping in view the policy of the University/ Government.

- 5.5.3 Frame regulations consistence with University norms/ Guidelines for the conduct of examination and initiate measures for improving the quality of teaching, students' evaluation and student advisory system in the College.
- 5.5.4 Approve the list of successful candidates for conferment of Degree/ Diploma/ Certificates by the University and forward the same for the consideration of the Governing Body.
- 5.5.5 Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- 5.5.6 Recommend to the Governing Body proposals for institution of new programmes of study.
- 5.5.7 Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- 5.5.8 Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- 5.5.9 Encourage the faculty members to undertake Collaborative Research, Sponsored Research, Industrial Consultancy, Continuing Education and related activities, and
- 5.5.10 Perform such other functions as may be assigned by the Governing Body.

6. Deans

6.1 Dean - Academic Affairs (DAA)

6.1.1 Role and Responsibilities:

The primary role of the Dean - Academic Affairs (DAA) will be to lead all the departments in ensuring that all records pertaining to all programmes, including curricula, courses offered, academic calendar, records of long leave of students and internal examinations are properly received, processed and maintained. He/ She plays an advisory role to the management and in the discharge of his/her responsibilities, will report to the Principal/Director. DAA shall be Member – Secretary for Academic Council (AC) and Joint Board of Studies (JBoS). Specifically, the DAA will take necessary steps:

- 6.1.1.1 To receive, processes and maintains all records related to the undergraduate, post graduate and PhD programmes, including curricula, courses offered, academic calendar, registration, student leave record, internal examinations, grades and award of degrees.
- 6.1.1.2 To disseminate information pertaining to all academic matters.
- 6.1.1.3 To issue necessary memoranda/orders.
- 6.1.1.4 To act as a channel of communication between students, instructors, departments/ 6interdisciplinary programmes.
- 6.1.1.5 To moderate assessment, monitoring student unit evaluation outcomes, course modification, development, revision and approval of unit records.
- 6.1.1.6 To supervise the implementation of all facets of the College degree programmes: common curriculum, major, minor, adjunct, foreign language, electives.
- 6.1.1.7 To create and nurture a climate of curricular innovation in the College.
- 6.1.1.8 To advocate for and support the development of innovative curriculum and programmes.
- 6.1.1.9 To review and resolve curricular and programmatic issues across the College.
- 6.1.1.10 To prepare the overall budget for all academic activities, in coordination with all the departments.
- 6.1.1.11 To ensure proper functioning of College level groups, namely, Library and Learning Group (LLG), Academic and Assessment Group (AAG) and Discipline and Equity Group (DEG).
- 6.1.1.12 The duties and responsibilities outlined above are subject to periodic review.

6.2 Dean - Student Welfare (DSW)

6.2.1 Role and Responsibilities:

The primary role of the Dean - Student Welfare (DSW) will be to lead all the departments in ensuring that the students receive their entitlements as envisioned in the institutional objectives and specified by regulatory bodies. The DSW plays an advisory role to the management and in the discharge of his/her responsibilities, will report to the Principal/Director. Specifically, the DSW will take necessary steps:

- 6.2.1.1 To set up means and mechanisms to interact with students, respond to their needs and generally ensure that they have a healthy and conducive learning environment.
- 6.2.1.2 To represent the interests of students and alumni of the institution in all forums within and outside the Institution.
- 6.2.1.3 To interact with College committees such as Student Amenities Committee, Cultural Committee, Sports Advisory Committee, Grievance Redressal Committee, Anti-Ragging Committee, etc, to ensure that students' interests are well represented.
- 6.2.1.4 To lead the formulation of steps for effective mentoring and counselling of students in all departments and programmes.
- 6.2.1.5 To coordinate the resolution of disciplinary and academic issues related to students.
- 6.2.1.6 To spearhead and oversee the effective functioning of the Alumni Association, including collection of alumni information, alumni interaction through various media and participation of alumni in College-level activities.
- 6.2.1.7 To anchor the preparation and monitor the implementation of an annual plan for student and alumni activities such as competitions, technical events, exhibitions, cultural events, freshers' day, graduation day, foundation day, sports day, annual day, alumni meet etc.
- 6.2.1.8 To prepare the overall budget for all student and alumni activities, in coordination with all the departments.
- 6.2.1.9 To ensure proper functioning of College level groups, namely, Student Welfare Group (SWG), Cultural and Community Group (CCG), and Wellness and Sports Group (WSG).
- 6.2.1.10 The duties and responsibilities outlined above are subject to periodic review.

6.3 Dean - Research and Development (DRD)

6.3.1 Role and Responsibilities

The primary role of the Dean - Research and Development (DRD) will be to lead all departments towards timely realization of the institutional objectives with regard to Research and Development. Development, in this context, includes development from a research and productization or commercialization perspective and excludes development of the Institution itself, which will be overseen by the Head of Strategy and Planning under the supervision of the Principal. The DRD plays an advisory role to the management and in the discharge of his/her responsibilities, will report to the Principal/Director. Specifically, the DRD will take necessary steps:

- 6.3.1.1 To spearhead, initiate, direct and monitor all research and development activities within the Institution.
- 6.3.1.2 To represent the Institutional research and development interests in all forums within and outside the Institution.
- 6.3.1.3 Through the Research Centre Coordinator, to ensure the implementation of the existing guidelines for research centres and doctoral studies, recommend amendments and modifications to existing guidelines, in tune with the changing needs of the institution and guidelines of regulatory bodies.
- 6.3.1.4 To oversee admission of research scholars and monitor the overall progress of research studies through periodic meetings and review mechanisms.
- 6.3.1.5 To disseminate information about funding agencies such as AICTE, DST, DRDO, etc and initiate applications for research funding, oversee utilization of research funds, the appointment of research fellows, progress on ongoing projects and their timely completion.
- 6.3.1.6 To ensure implementation of guidelines for consultancy and monitor the progress of such initiatives.
- 6.3.1.7 To monitor all institute-industry initiatives, ensure effective collaboration and timely implementation of MOUs with industry.
- 6.3.1.8 To initiate measures to encourage a research-oriented culture, with focus on publication, patenting and productization/commercialization, among all constituents of the institution, without compromising on the copyrights or intellectual property rights of others.
- 6.3.1.9 To coordinate the publication of a periodic in-house research bulletin that summarizes the research activities of the institution.

- 6.3.1.10 To anchor the preparation of an annual plan for research and development, along with budget, in tune with the long and short term objectives of the institution.
- 6.3.1.11 To ensure proper functioning of College level groups, namely, Research and Facilities Group (RFG), Industry and Innovation Group (IIG) and Professional Societies Group (PSG).
- 6.3.1.12 The duties and responsibilities outlined above are subject to periodic review.

7. Board of Studies (BoS)

7.1 Composition: Each Board of Studies shall consist of the following:

7.4.1 Head of the Department concerned (Chairperson).

7.4.2 All faculty members having minimum experience of five years for each Specialization.

7.4.3 Two subject experts from outside the Parent University to be nominated by the Academic Council.

7.4.4 One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the College Principal.

7.4.5 One representative from industry/corporate sector/allied areas to be nominated by the Principal.

7.4.6 One member of the Alumni to be nominated by the Principal.

7.4.7 The Chairperson, with the approval of the Principal of the College, may co-opt additional members, from among

a) Experts from outside the College whenever special courses of studies are to be formulated, and

b) Other members of staff of the same faculty.

7.4.8 The Governing Body, in consultation with the Academic Council, shall have the power to constitute such number of Board of Studies, as it deems fit, keeping in views the types of courses/ subjects offered. In addition, there shall be a joint Board of Studies to be chaired by the Principal with the Chairpersons of all the Boards of Studies as Members.

7.2 Term: Term of the nominated members shall be three years.

7.3 Meetings: The Board of Studies shall meet at least twice a year. The Principal shall draw up the schedule for meetings of the Board of Studies for different departments. The meeting shall be scheduled as and when necessary, but at least once in a semester. One half of the members shall form the quorum for a meeting. The Joint Board of Studies shall also meet once in a year to discuss common academic issues.

7.4 Functions: The Board of Studies shall:

7.4.1 Prepare syllabi for various courses keeping in view the objectives of the College, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;

7.4.2 Suggest methodologies for innovative teaching and evaluation techniques;

7.4.3 Suggest panel of names to the Academic Council for appointment of examiners;

7.4.4 Coordinate research, teaching, extension and other academic activities in the Department/College.

7.4.5 Any other functions that may be assigned by the Academic Council.

8. Joint Board of Studies (JBoS)

8.1 Responsible for discussing common academic issues pertaining to Curricula, scheme and syllabi and recommend to academic council for approval.

8.2 Composition of JBoS

Chairperson : Principal

Member Secretary : Dean - Academic Affairs

Members : Chairpersons of all Boards of Studies

Invitees : Controller of Examinations

9. Finance Committee (FC)

9.1 The Finance Committee shall advise the Governing Body on all matters connected with the finance of the College. The composition of the Finance Committee shall be as follows:

9.2 Composition

9.2.1 The Principal - Chairperson

9.2.2 The Director of the College (nominee of the Governing Body) – Member

9.2.3 One senior-most teacher of the College to be nominated on rotation by the Principal for two years – Member

9.2.4 Office in charge of Finance at the College – Secretary.

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

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

9.5 Functions:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

9.5.1 Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and

9.5.2 Audited accounts for the above.

10. Examination Cell

10.1 The Examination Cell will be formed to supervise the examination and evaluation process which is headed by the Controller of Examination. The conduct of examinations in the autonomous system is an important academic activity to check the ability of the student's performance. In this context, Examination Cell plays an important role in the evaluation process. At each and every stage in the evaluation process, including Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) and Fast track semester, COE along with his office staff meticulously monitor the performance of students by giving suitable guidelines to various departments in the institution from time to time.

10.2 Composition

10.2.1 Principal – Chief Controller of Examination

10.2.2 Controller of Examinations

10.2.3 Office Staff

10.2.4 Board of Examiners (BOE) – One for each discipline.

10.3 Important activities of the Examination Cell will be as follows:

10.3.1 Overall conduction all end semester examinations of the College.

10.3.2 Overall examination process which includes, scheduling the examination dates, to take necessary action to set the question papers from the examiners, printing the question papers, conduction, valuation, disclosure of answer books and announcement of results.

10.3.3 To provide proper notification to the departments related to the examination process and conducting the examination time to time.

10.3.4 Getting CIE marks from the departments from time to time.

10.3.5 Issuing the grade cards, Transcripts and Provisional Degree Certificate (PDC).

10.3.6 Maintenance of confidentiality of the examination system.

10.3.7 Conduction of Malpractice Committee meeting and issuing all Notification related Malpractice.

10.3.8 Strictly adhere to the University instructions regarding Autonomous Examinations.

10.3.9 Coordinating with the Deans and HODs to implement the autonomous discipline as per the UGC and VTU guidelines.

- 10.3.10 Announcement of the examination fee and other fees related to examination.
- 10.3.11 Facilitating Paper Seeing and Revaluation Processes.
- 10.3.12 Providing and Publication of rank lists and Medallists before the conduct of Annual convocation.

10.4 Controller of Examination (COE):

- 10.4.1 A Permanent faculty appointed by the Principal and approved by the Governing Body of the Institute (As per UGC guidelines), will be working full-time as the head of the Examination Cell.

10.5 Functions: The functions of COE are

- 10.5.1 To implement the examination pattern of autonomous system as per the guidelines of Academic Advisory Board.
- 10.5.2 To conduct all examinations and it shall be his/her duty to arrange for the preparation, scheduling, marking and conduction of all examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with examinations.
- 10.5.3 To execute superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
- 10.5.4 To make necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the staff under whom such documents are kept.
- 10.5.5 To review Panels of Examiners sent by BOE Chairpersons and send out requests for setting of question papers, and to coordinate the convening of meetings of the Board of Examiners to scrutinize the question papers received in a timely manner.
- 10.5.6 To take special care to see that secrecy and confidentiality are maintained in connection with examinations.
- 10.5.7 To take quick decisions as circumstances warrant with or without taking advice from subordinate staff.
- 10.5.8 To fix the timetable of all the examination, to allot the examination staff for smooth conduct of examination, to send orders for examiner's (both internal and external) for setting the question papers for all the subjects and to send invitation for internal as well as external examiners to conduct the practical examination.

- 10.5.9 To supervise scrutiny, selection of the question paper, printing the question paper, scanning the answer booklet, uploading the question paper and scheme, and allotting the valuers.
- 10.5.10 To announce the results, allot transitional grade, arrange to print grade cards, etc.
- 10.5.11 To coordinate in all the matters pertaining to examination as decided by the Governing Body and Academic Advisory Board.
- 10.5.12 To give feedback for implementing amendments in examination patterns to the Academic Advisory Board.
- 10.5.13 To undertake all such works as assigned by the Academic Council from time to time related to the examinations.
- 10.5.14 To prepare budget for the year and get approval from higher authorities.
- 10.5.15 To exercise control over the space allotted to the examination wing including that for centralized valuation. Further, she/he should ensure that the rooms, building, and stores etc., are properly maintained.

The duties and responsibilities outlined above are subject to periodic review.

10.6 Examination Section Administrative Staff:

- 10.6.1 The Principal shall appoint the Examination Assistants from the permanent staff who will work in the COE office full-time. One senior person will be made the Deputy Controller of Examination (DCOE) and will be responsible for all the examination related administrative work and includes confidential work (question paper printing and valuation work) as assigned, instructed and directed by the COE.
- 10.6.2 It shall be the duty of the administrative staff to carry out all the work assigned to them by the COE. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently.

10.7 Roles and responsibility of Examination staff:

- 10.7.1 He/she has to maintain all the records in the office and correspondence within and outside the College.
- 10.7.2 Issue exam forms, Print hall ticket and timetable, conduct examination under the guidance of the COE.
- 10.7.3 Arrange for all stationary required for COE office and arrange BOE scrutiny meetings.
- 10.7.4 Arrange the sealed question paper packets received and should arrange to keep in safe zone.

10.7.5 All the examination assistants work under the direction of COE and the DCOE.

10.7.6 Periodically prepare/generate reports to be sent to VTU.

10.7.7 The duties and responsibilities outlined above are subject to periodic review.

10.8 Board of Examiners (BOE):

10.8.1 Composition: Each Board of Examiners shall consist of the following:

10.8.1.1 Head of the Department concerned (Chairperson).

10.8.1.2 At least three internal faculty members having minimum experience of five years, to be nominated by the Chairperson, with the consent of the Principal.

10.8.1.3 At least two subject experts having minimum experience of five years, from outside the institution, to be nominated by the Chairperson, with the consent of the Principal.

10.8.2 **Term:** Term of the nominated members shall be one year.

10.8.3 **Meetings:** The Board of Examiners shall meet depending on the examination schedule to review question papers as and when invited by the Chairperson of the BOE.

10.8.4 Functions:

10.8.4.1 The Chairperson of the BOE shall recommend to the COE a Panel of Examiners for each subject coming under their board, ensuring to include at least four internal and four external names, for selecting question paper setters for that subject.

10.8.4.2 The Board of Examiners shall meet, upon the invitation of the Chairperson, to review the question papers received from the selected question paper setters of each Panel of Examiners. The question papers shall be reviewed to ensure that questions are within the syllabus, fitting the marks allotted and time available for solution, appropriate Revised Bloom's Taxonomy levels, and mapping of course and program outcomes.

11. Internal Quality Assurance Cell (IQAC)

- 11.1 The IQAC is setup to enable the UGC to regularly monitor the College as per Accreditation Body guidelines.
- 11.2 The IQAC shall be constituted by the Governing Body for a three-year term with the following composition, ensuring adequate representation to women members. The University and Commission shall be kept informed of this within two weeks of the constitution.
 - 11.2.1 Principal (Chairperson) and 26 Members, as given below:
 - 11.2.2 Head - IQAC (Member Secretary)
 - 11.2.3 Three HODs of the College, drawn from different departments;
 - 11.2.4 One nominee of the Governing Body;
 - 11.2.5 Three Deans, COE, Head - Strategy and Planning and Head - Placements and Training;
 - 11.2.6 Senior Students, Recent Alumnus and Parent – two each.
 - 11.2.7 Nominee of R&D Laboratory, Industry and IIT/NIT, one each nominated by the University;
 - 11.2.8 Three Teaching staff of the College, one each from different categories.
 - 11.2.9 Three Non-teaching staff of the College, one each from different categories.
- 11.3 The IQAC shall meet at least twice in an academic year to monitor and review all aspects of academic and other performance of the College and submit a report giving its findings and recommendations to the Governing Body and also upload the same on the College website. Besides, copies of the report shall be forwarded to the University.
- 11.4 The IQAC shall have an external Peer Team comprising of three senior academicians from other reputed institutions constituted by the University. It shall review and monitor the activities of the College. The external peer review shall be conducted at least once in a year.
- 11.5 After each such review and monitoring, the Peer Team shall forward its report regarding performance of the College to the UGC with copies to the University, the Government and the Governing Body. The same shall be uploaded on the college website.

12. Staff Council

12.1 There shall be a Staff Council in the College, consisting of all the teaching staff as members and the Principal as Chairperson. The Staff Council shall meet at least twice in a semester to discuss the academic issues and bring their proposals, if any, to the notice of the Governing Body of the College.

13. Board of Appointments

13.1 The Governing Body shall appoint well qualified teachers on the recommendation of a Board of Appointments duly constituted by it for every subject.

13.2 Composition:

13.2.1 Chairperson of the Governing Body or the Director, as his nominee – Chairperson.

13.2.2 One Nominee of the University – Member.

13.2.3 One nominee of the AICTE (Council) – Member

13.2.4 Two Subject Experts of the rank of Professors from outside the College, nominated by the Principal from the Panel approved by the Academic Council – Members

13.2.5 Principal – Ex-Officio Member

13.2.6 Human Resources Manager – Member Secretary

13.3 The posts shall be widely advertised as per the University/ Government policies and the qualification shall be as laid down by the Council/ Commission/ University, from time to time.

14. Non-Statutory Committees

- 14.1 The administration of the College is decentralized and will be further strengthened with participative management at every level. However, major responsibilities will be with three main committees (Department Development Committee, College Council, Department Level Committees, including Hostels) as explained in the following sections.
- 14.2 The College has Departmental Development Committees to address departmental needs, a College Council (All HODs and the MC), and a Department Committee (at the departmental level). Along with this, the College has another 12 Groups such as ‘Cultural and Community Group’, ‘Library and Learning Group’, ‘Wellness and Sports Group’, ‘Discipline and Equity Group’, ‘Academics and Assessments Group’, ‘Professional Societies Group’, ‘Placement and Training Group’, ‘Development and Planning Group’, ‘Research and Facilities Group’, ‘Industry and Innovation Group’, ‘Quality and Governance Group’, and ‘Student Welfare Group’ to meticulously plan and deploy the mission of the College.
- 14.3 The Governing Body may add more groups or dissolve or merge groups, as found desirable, on the specific recommendations of the Principal.

14.4 Department Development Committee:

Members	Functions and responsibilities	Frequency of meetings
Principal (Chairperson), Director, Asst. Director, Human Resource Manager, HOD Concerned and Staff Members	Deals with issues related to the department, plans events, decides on academic issues, looks into manpower and infrastructural needs of the department.	Every month

14.5 College Council (All HODs and Management Committee):

Members	Functions and responsibilities	Frequency of meetings
Principal (Chairperson), Director, Asst. Director, Deans, Human Resource Manager,	Deals with the issues concerning the College level activities (academic, co-curricular, extra-curricular), decides on the	As and when required, minimum

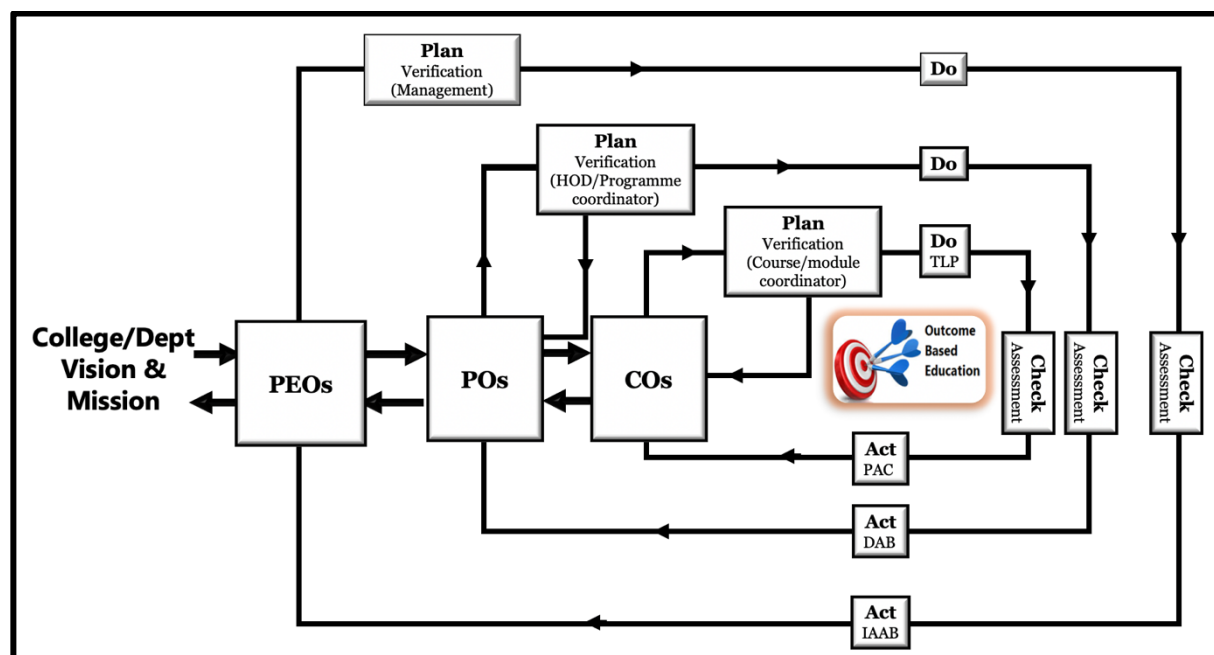
Members	Functions and responsibilities	Frequency of meetings
All HODs	arrangements, manpower, budget and infrastructure	twice a semester

14.6 Departmental Committees (Teaching and Technical staff):

Members	Functions and responsibilities	Frequency of meetings
HOD Concerned, Faculty and Technical Staff	Deals with issued concerning the department, plans events, decides on academic issues, makes budget and discusses expenditure	Every month

15. Quality Assurance in Teaching-Learning with respect to OBE

15.1 Students are already involved in Performance Assessment Committees, Department Advisory Board, and IQAC to solicit ideas and opinions to strengthen the system and will be further strengthened through following structure process. Moreover, the alumni, academicians, and industry experts are actively involved in DAB and IQAC to suggest and frame deployment plans to enhance the system.



15.2 Each Department has Program Coordinator/s, Module Coordinators, Performance Assessment Committee (PAC), and Department Advisory Board (DAB) to ensure continuous quality improvement whereas, Internal Quality Assurance Cell (IQAC) ensures continuous quality improvement at Institute level. The mandates are as follows:

15.2.1 Program Coordinator (PC):

15.2.1.1 Interacts and maintains liaison with key stakeholders, students, faculty, Department Head and employers.

15.2.1.2 Monitor and reviews the activities of each year, in the program, independently with course coordinators

15.2.1.3 Schedules program work plan in accordance with specifications of program objectives and outcomes

15.2.1.4 Oversees daily operations and coordinates activities of program with interrelated activities of other programs, departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications given by HOD.

15.2.1.5 Conducts and interprets various surveys required to assess Program Outcomes (POs) and Program Educational Objectives (PEOs).

15.2.2 Module Coordinator (MoC)

15.2.2.1 Coordinates and supervises the faculty teaching a particular course in the module.

15.2.2.2 MoC is responsible for assessment of the course objectives and outcomes

15.2.2.3 MoC recommends and facilitates workshops, faculty development programs, meetings or conferences to meet the course outcomes

15.2.2.4 Analyses results of particular course and recommends the Program Coordinator and/or Head of the Department to take appropriate action

15.2.2.5 Liaise with students, faculty, Program Coordinator and Head of the Department to determine priorities and policies

15.2.3 Program Assessment Committee (PAC):

15.2.3.1 Program Assessment Committee consists of Program Coordinator, Module Coordinator and faculty representatives.

15.2.3.2 PAC is chaired by Program Coordinator and it monitors the attainment of POs and PEOs.

15.2.3.3 PAC evaluates program effectiveness and proposes necessary changes.

15.2.3.4 PAC prepares periodic reports, records on program activities, progress reports, status or other special reports for management key stakeholders.

15.2.3.5 PAC motivates the faculty and students towards attending workshops, developing projects, working models, paper publications and research.

15.2.3.6 PAC interacts with students, faculty, Program Coordinators, Module Coordinators and outside/community agencies (through their representatives) in facilitating Program Educational Objectives.

15.2.3.7 The PAC meets at least once in 6 months to review the program and submits a report to the Department Advisory Board.

15.2.4 Department Advisory Board (DAB)

15.2.4.1 DAB consists of Head of the Department, Program Coordinators, and the representatives of key stakeholders.

15.2.4.2 DAB is chaired by Head of the Department, receives the report of the Program Assessment Committee and monitors the progress of the program.

15.2.4.3 DAB reviews the current and future issues related to programs and recommends new or revised program goals and objectives.

15.2.4.4 DAB meets at least once in a year to review the programs.

15.2.4.5 Composition:

Chairperson: Head of the Department

Convener/ Member Secretary: Departmental Accreditation Coordinator

Members: Two to three senior staff of the department

Frequency of Meeting: Once in every semester.

16. College Level Committee Groups

16.1 Committee Groups under Dean - Academic Affairs

Sl. No.	Committee	Role
16.1.1	Library and Learning Group (LLG) Library Advisory E-Learning Teaching Learning Center Coursera for Campus	To advise the Librarian on development of the Library and monitor the learning activities on campus
16.1.2	Academics and Admissions Group (AAG) Academic Advisory Internal Assessment EMS Coordination Admissions	To advise the Dean – AA on academic issues and coordinate internal assessment and admissions

16.2 Committee Groups under Dean - Research and Development

Sl. No.	Committee	Role
16.2.1	Research and Facilities Group (RFG) Research Centers Research Publications Assessment Research Proposals Virtual Labs/MathWorks/LabView KSCST	To monitor the Research Centers, research publications and facilities available for research
16.2.2	Professional Societies Group (PSG) ISTE College Chapter IEEE SJEC Chapter AICUF College Unit IE(I) College Chapter	To coordinate the activities of various professional societies in the college
16.2.3	Industry and Innovation Group (IIG) Industry Interaction Cell Entrepreneurship Development Cell Innovation Club and IdeaLab Challenge@SJEC Technical Clubs	To collaborate with the Industry and promote innovation on campus

16.3 Committee Group under Head - Quality Assurance

Sl. No.	Committee	Role
16.3.1	Quality and Governance Group (QGG) Quality Assurance Governance and Regulations Autonomy Implementation	To ensure quality assurance and compliance with regulations

16.4 Committee Groups under Dean - Student Welfare

Sl. No.	Committee	Role
16.4.1	Culture and Community Group (CCG) Cultural Activities College Magazine Community Engagement Eco-Club Melodium Cultural Clubs and AICUF	To promote cultural activities and encourage community engagement among staff and students
16.4.2	Wellness and Sports Group (WSG) Sports Advisory Fitness and Wellness NSS and Red Cross NCC	To advise Physical Education Director on Sports and athletics related matters
16.4.3	Student Welfare Group (SWG) Student Welfare Student Amenities Mentoring and Counselling Grievance Redressal	To monitor student welfare measures and address grievance redressal
16.4.4	Discipline and Equity Group (DEG) Disciplinary Anti -Ragging Jagruti (Prevention of Sexual Harassment) SC/ST Cell	To bring in good discipline and compliance with statutory norms

16.5 Committee Group under Head - Strategy and Planning

Sl. No.	Committee	Role
16.5.1	Development and Planning Group (DPG) Development Project Planning Central Computer Center Advisory Press & Media Website and Social Media	To assist management in the development and planning of projects on campus

16.6 Committee Group under Head – Placements and Training

Sl. No.	Committee	Role
16.6.1	Placement and Training Group (PTG) Placement Training Collaborations Alumni Affairs	To ensure training of all students and their placements

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