

GOVERNANCE MANUAL



**MAILAM
ENGINEERING
COLLEGE**

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1. ABOUT THE INSTITUTION

Mailam Engineering College, a self-financing institution was established in 1998, in Villupuram district. The college is approved by AICTE, New Delhi and affiliated to the Anna University, Chennai. The college offers six undergraduate courses and six postgraduate courses. The college is built in a sprawling campus of 42- acres, with a blend of beautiful green landscaping and aesthetical elegance, situated adjacent to the Sri Subramania Swamy Koil, Mailam and Sri Vakkarakali Amman koil, Thiruvakkarai, which provide the campus a tranquil and pleasant atmosphere for the pursuit of technical education. Mailam Engineering College is one of the top engineering college in Villupuram district.

Vision

To bring forth prosperity through modern technology by means of imparting value based education, innovation and become a world class technical institution.

Mission

- To provide necessary Technical Skills through excellent standards of quality education, keeping pace with ever changing technologies.
- To bring students together to be trained in leadership skills, engage in activities that promote ethical manners, exhibit social liabilities and inspire a dedication to excellence.
- To develop the spirit of entrepreneurship among the students through entrepreneurial Awareness Campaign, training, and Research and Development etc.,

2. Need for Good Governance system

Independent and fully empowered body to

- Support the stated Vision, Mission and objectives
- Foster a stimulating environment and culture to attract talented and dynamic students and faculty.
- Nurture a culture of innovation that improves productivity and support the sustainability and development of the institution
- Forge global, national and local collaborations with academic partners, research and industry to realize the vision
- Develop a coherent strategy and a sustainable growth development path

3. Scope of Good Governance

The benefits of good governance are demonstrated through

- a. Integrity in appointments at all levels, both external and internal
- b. Strong leadership and management skills in all the places where ever needed
- c. Helps monitoring the quality of teaching and learning within institution with appropriate student involvement.
- d. Processes in place to deliver improvements in research quality.
- e. Lean and competent administration.
- f. Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit.
- g. Effective and transparent mechanisms to determine remuneration at all levels.
- h. Strong human resources process such as appraisal, development and dealing with poor performance.
- i. Effective student support arrangements.
- j. Contribution to better performance in accreditation
- k. Focused awareness of institutional outputs, especially increase employability.

4. A. Primary Accountabilities

A1 Vision, Mission and Strategic Planning

The Governing Body shall ensure that

- The institution draws a clear **vision** indicating the aims and objectives.
- An objective **mission** which indicate the action plan for comprehensive identification of physical, financial and human resources to achieve the vision.
- A strategic plan is developed by involving the prime stake holders of the

Institution.

- The Governing Body shall approve them and monitor the implementation of the **strategic plan** and assess the outcome for continuous improvement.

A2 Finance

The prime responsibilities of the Governing Body pertaining to financial matters of the Institution are

- Ensuring the solvency of the Institution and safeguarding its assets
- Approving the financial strategy
- Approving annual operating plans and budgets which should reflect the Institution's strategic plan
- Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/contracts/memorandum
- Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to functionaries at appropriate levels.
- Ensuring the existence and integrity of risk management, control and internal governance systems and monitoring these through an Audit Committee.

The Governing Body shall delegate the detailed planning, implementation and monitoring of the financial aspects to the Finance Committee of the Institution.

A3 Procurement

Governing body should ensure that Value for money in procurement is achieved through

- Internal stringent procurement policies and procedures
- An open and transparent manner without any entry barriers and all eligible suppliers, manufacturers and consultants are allowed to participate.

The Central purchase committee chaired by the Head of the Institution, Finance and senior professors of the Institution as the members shall undertake and monitor the process of procurement and report to the Governing Body.

A4 Human Resources Management

The Human Resource Committee chaired by the Head of the Institution and other members including the management representative, senior academicians of the Institution are responsible for recruitment and development of the employees of the Institution. They

shall monitor the processes and systems through policies and procedures approved by the Governing Body and report periodically.

A5 Health and Safety

The Governing Body shall be responsible for creating facilities and amenities for health and safety of the stakeholders on the Institution premises.

A6 Equality, diversity and reservations

The Equity Action Plan prepared by the Institution for providing “equal opportunities to all” shall be approved by the Governing Body and Head of the Institution shall monitor its implementation.

A7 Monitoring Institutional Performance

- The Governing Body shall monitor the performance of the institution on quantative & qualitative basis for every academic year.
- Internal quality assurance, peer review, benchmarking with institutions and quality accreditation by national and international agencies shall yield the performance indices.

B. Openness and Transparency in the Operation of Governing Bodies

The Governing Body shall promote transparency and openness to ensure public trust and institutional integrity through proper information regarding the outcomes of the deliberations in the Governing Body. However confidential matters pertaining to the institutional secrecy, if any, that need not be disclosed, shall be decided by the Governing Body before making them public.

B1 Publication of Annual Report

The institution shall publish an annual report which includes

- University Rank Holders list
- Placement Record
- R&D Activities
- Delegated Committees and their performance.

The annual report shall be approved by the Governing Body and published

B2 Conduction of Governing Body Meetings

The Governing body meetings shall be conducted in an open manner by

- Earmarking fixed days of a year
- Preparing Agenda on all the vital issues of the Institution
- Sending Invitation and agenda in advance to all the members
- Circular about the event among the faculty members.
- Minutes of the meeting is published.

C. KEY ATTRIBUTES OF GOVERNING BODIES

C1 Size of Governing Body

The Governing body of the Institution consisting of Trust members, Ex – Officios from ACTE & DOTE, Expertise members, industrialist & member secretary which is approved by Anna University.

C2 Conduct and Commitment

The Governing Body shall meet at least one time in a year and if required extraordinary meetings can be convened to discuss urgent issues of importance. The Governing Body shall observe high level of commitment and maintain standards of quality governance in all its businesses

C3 Delegation and Clarity of Responsibilities

- The Governing Body shall ensure proper delegation of responsibility to the Chair of the Governing Body, Head of the Institution, Member Secretary and Committees. Also their roles and responsibilities shall be defined clearly.
- Delegated committees should be empowered to conduct the work judiciously and report to the Governing Body and certain key functions shall be retained by the Governing Body itself.

D. ROLES AND RESPONSIBILITIES OF GOVERNING BODY

The governing Body shall perform the following functions:

- To monitor and evaluate the teaching programmes in the college and suggest remedial measures. The Governing body will be assisted in its function by an Advisory Committee comprising of three professional in the field. The Advisory Committee is constituted by the Governing Body which will be submitting a technical inspection report every year on the standard of teaching and the progress of studies in the college to the body.

- To appoint the Principal / Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University
- To monitor faculty deployment and development, placement and industry-institute interacting activities in the institute/college and suggest remedial measures wherever necessary
- To perform such other duties and exercise such other powers as may be entrusted by the management and the University
- To ensure the establishment and supervise proper, effective and efficient systems of control and accountability
- To monitor institutional performance and quality assurance arrangements
- To promote transparency and openness at every level