

## 6.2.2

### **1. GOVERNING COUNCIL (GC)**

The Governing Council is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education. The main objective of the GC is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders. K.L.N. Sourashtra College of Engineering council, the sponsoring academy of the college, resolves in their EC meeting that the president of the Engineering council as the chairman of GC.

### **2. ACADEMIC COUNCIL**

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations, syllabi, etc.

### **3. Board of Studies**

The Board of Studies is the basic constituent of the academic system of the college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system etc.

### **4. FINANCE COMMITTEE**

The Finance Committee will advise the GC on financial matters. It shall prepare income and expenditure statements of the college in the prescribed format to submit to GC for fixation of tuition and others fees of the college. The Finance Officer / Senior Manager of the college shall play a key role in preparing the budget of the college. Entire staff of the accounts section works under his control. His duties will be clearly mentioned in the administrative manual of the college.

### **5. ROLES AND RESPONSIBILITIES OF THE HEAD OF INSTITUTION**

The principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the GC, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.

He is the ex-officio member of GC, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council.

The other members in the Organogram are operated under as Principal per our college organization chart.

## **6. ROLES AND RESPONSILITIES OF FINANCE OFFICER / SENIOR MANAGER - OFFICE**

The Finance Officer / Senior Manager of the college shall play a key role in preparing the budget of the college. Entire staff of the accounts section works under his control. His duties will be clearly mentioned in the administrative manual of the college.