



CHAPTER - VI

QUALITY AND HUMAN RESOURCE DEVELOPMENT :

- 6.1 **Academic Values:** The policy of the management will be to give highest regard to Academics. Persons with high academic caliber and commitment for quality education shall be at the helm of affairs. It would be a continuous endeavor of the management to enrich the available human resource through continuous upgradation of knowledge and skill by way of training in National Institutes of repute, to achieve excellence in the relevant fields of academics.
- 6.2 **Recruitment Strategies:** There will be a well-defined recruitment policy and persons with consistent academic excellence shall be inducted through open advertisements by the selection committee, headed by an academican of repute. The AICTE recommended pay scales with advance increments, wherever applicable, shall be offered to attract deserving meritorious candidates. A well-defined policy for promotion and increment will be in place and deserving candidates shall be promoted at regular intervals, once they fulfill the minimum criteria as stipulated by AICTE. Besides salary, DA and other perks will be given to the faculty member in consideration to their commitment, performance and academic achievement.
- 6.3 **Policies for Teaching and Non-Teaching Staff Development:** There will a well-defined policy for both teaching and non-teaching staff for continuous training and quality development. They shall be encouraged to attend both short and long term refresher training programs to improve their quality, knowledge, skill and competitiveness. Teaching faculties shall be encouraged to participate and present technical papers in various seminars/forums and publish research papers in reputed national and international journals.
- 6.4 **Permanent and Contract Service for Teaching:** Though most of teaching staffs shall be recruited on permanent basis contract services shall be taken from resource persons, retired professionals and eminent personalities in specific fields. Guest lecturers and visiting faculties will also be encouraged to share their knowledge and experience with the staff and students of the institute.



- 6.5. **TQM:** The institute aims at achieving Total Quality Management (TQM) in all its fields of activities like teaching, research and development, administration, admission, placement, industry-institute interaction, community development, HRD, etc. It shall strive to achieve NBA accreditation as well as ISO certification at the earliest and re-establish a precedence of success through quality.
- 6.6 **Overall Teaching and Non-Teaching Staff Requirement:** While the teaching and non teaching staff requirement have been dealt in detail in item 5.2.4.



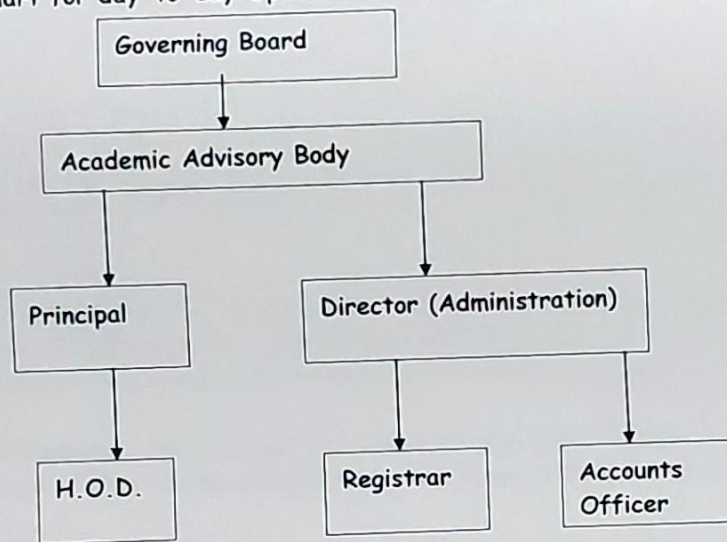
CHAPTER -VIII

GOVERNANCE, ACADEMIC AND ADMINISTRATIVE MANAGEMENT:

- 8.1 **Philosophy of Governance:** The basic philosophy of Governance is self Governance, decentralization of power, establishment of academic freedom and strict financial discipline. A sense of belongingness and pride to be a part of this organization shall be reflected in each and every individual's emotions. By creating transparent metric-based, and process-oriented systems, we hope to make every member of the college-students, teaching and non-teaching staff, administrators members of the BOG - a part of the quality circle of the college.
- 8.2 **Board of Governors:** There shall be a BOG with one Chairman, 5 Directors nominated by the Trust and 5 Directors nominated i.e. by Govt-1, AICTE-1, BPUT-1, RO(ER)-1 and DTE and T-1. The Principal/Director of the institute shall be the ex-officio secretary of the BOG. Every Director nominated by the trust shall hold office for a period of two years and can be re-nominated as long as the Trust continues to repose faith on him. Each Director shall have specific responsibility and he shall be answerable to the trust. Each Director will take decision in his own field of activities in consultations with the chairman and other Directors. All Directors shall be bound by the decision of the BOG. A well thought out method of governance and administration is the key to the growth and success of any organization.
- 8.2.1. **Advisory Council** - Besides the Governing Body it is proposed to have an advisor council consenting of eminent educationists, technocrats, Chartered Accountants, Engineers & emanate persons who are committed to the development of technical education in the state. Initial the following have requested and they have kindly consented to remain in the advisory council.



8.3 Organization and Chart for day-to-day Operations and Management:



8.4 Role and Responsibility of Key Senior Positions:

8.4.1 **Chairman:** The Chairman shall be the overall head of the management of the institution. He shall preside over the BOG and ensure that all matters as per the agenda are discussed thoroughly, and a decision is taken either unanimously or by majority of votes. In case of equal number of votes on any matter, the Chairman will have the power of casting his deciding vote. He shall act more like a leader of the team and take all the Directors and other important functionaries of the institution into confidence before any important and far-reaching decision is taken.

8.4.2 **Director (Administration):** He shall be responsible for the general administration, maintenance of security and enforcement of discipline inside the campus. He shall make advanced planning for recruitment of faculty and staff as per the requirement, in



KMBB College of Engineering & Technology

confirmation with the norms and standards prescribed by AICTE, while maintaining utmost transparency in selection of faculty and staff.

- 8.4.3 **Principal:** He is a key functionary for the institute and the academic head. Under his leadership the institute will strive to achieve academic excellence. He shall take into account the considered views of the HODs and other faculty members. He will prepare a well thought out plan and programme for the academic calendar and religiously follow it; to achieve the desired goals and objectives of the institute.
- 8.4.4 **HOD:** The HOD shall be responsible for the growth and development of their respective Departments. They will supervise the regular academic activities of their respective departments and ensure the coverage of syllabus conduct of practical classes besides any other department related activity. He will be answerable to the Principal regarding department issues.
- 8.4.5 **Administrative Officer/Registrar:** He shall be the administrative head of both teaching and non-teaching staff and shall be responsible for maintenance of their service records. He will be answerable to the Director (Administration) through the Principal.
- 8.4.6 **Accounts Officer:** He shall be responsible for the financial control of the institute. He shall ensure the proper utilization of funds allotted for the purpose following all financial norms, standards and procedures, which will stand to the scrutiny of the Auditors. He will remain responsible to the Director (Finance) through the Principal.
- 8.5. **Methods/Style of Administration/Management:** It will be a combination of both line and staff management. The administration will be most transparent. Quality will be the only consideration. Different limbs of the management shall function in tandem and in active support and co-operation with one another.
- The administration and Management will strive to achieve the following goals :
- Process based management and administration.
 - Speed of decision making and policy execution
 - Efficient and quantifiable metric based monitoring systems based on the Six-Sigma process.
 - Use of automation and computerization for paperless efficiency and higher quality of services.
 - Maintaining transparency in policies and their implementation.