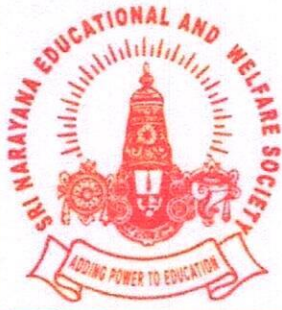


Ph: 08564 - 245556



SRI VENKATESWARA COLLEGE OF ARTS & COMPUTER SCIENCES

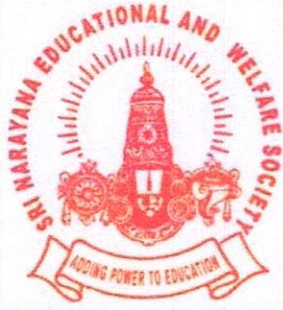
=== **SRI VENKATESWARA P.G. COLLEGE** ===

(Affiliated to Yogi Vemana University)

Sri Krishna Geethashramam, Gandhi Road, PRODDATUR - 516 360

SRI VENKATESWARA COLLEGE OF ARTS AND COMPUTER SCIENCES

CODE OF CONDUCT POLICY-BOG



SRI VENKATESWARA COLLEGE OF ARTS & COMPUTER SCIENCES

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Code of Conduct - Governing Body

BOARD OF GOVERNORS

Need for Good Governance:

Independent and fully empowered Governing Body to:

Support a state division, mission and objectives.

Nature a stimulating environment and culture to attract talented faculty.

Encourage a culture of innovation that improves productivity and support the sustainability and development of the institution.

Construct Global, National and Local collaborations with Academic partners, research and industry to realize the vision.

Develop a Sound strategy and continual growth development track.

Scope of Good Governance:

The benefits of Good Governance are demonstrated through:

Integrity in appointments in all levels, both external and internal.

Strong leadership and management skills in all of the places where they are needed.

Processes in place for monitoring the quality of teaching and learning, within institutions for improving that quality with appropriate student involvement.



Flexible and Competent administration.

Strong and transparent financial systems, especially regarding

Procurement and strong external and internal audit.

Effective and transparent mechanisms to determine remunerations at all levels.

Strong Human Resources processes such as appraisal, development and dealing with poor performance.

Effective student support arrangements.

Student participation in management and governance at all levels.

Contribution to better performance in accreditation.

Enthralled awareness in institutional outputs, especially increased employability.

Genesis of the Institution:

Sri Venkateswara College of Arts and Computer Sciences was established with the Vision of "Providing Quality Education for Everyone" with envisaged importance of holistic development of students.

Sri Venkateswara College of Arts and Computer Sciences was started in the academic year 2005-06.

Vision:

Create a conducive learning environment, empower students through high-quality instruction, and have a profound effect on their lives and society.

Mission:

M1: Instill in students the necessary skills, knowledge, and attitude to enable them to succeed in life.

M2: Provide quality and affordable education to all segments of society



M3: Create an enjoyable and rewarding learning environment

M4: Assist in the resolution of local and global societal problems by instilling moral, spiritual, and social values in students

Goal:

The college is committed to making meaningful value addition to the large interests of society with clear focus on the need aspirations of each individual.

Quality Policy:

Sri Venkateswara College of Arts and Computer Sciences is committed to provide quality education to the students enabling them to excel in the fields of science, Management and Arts to cater to the changing and challenging needs of the society and industry.

Approval:

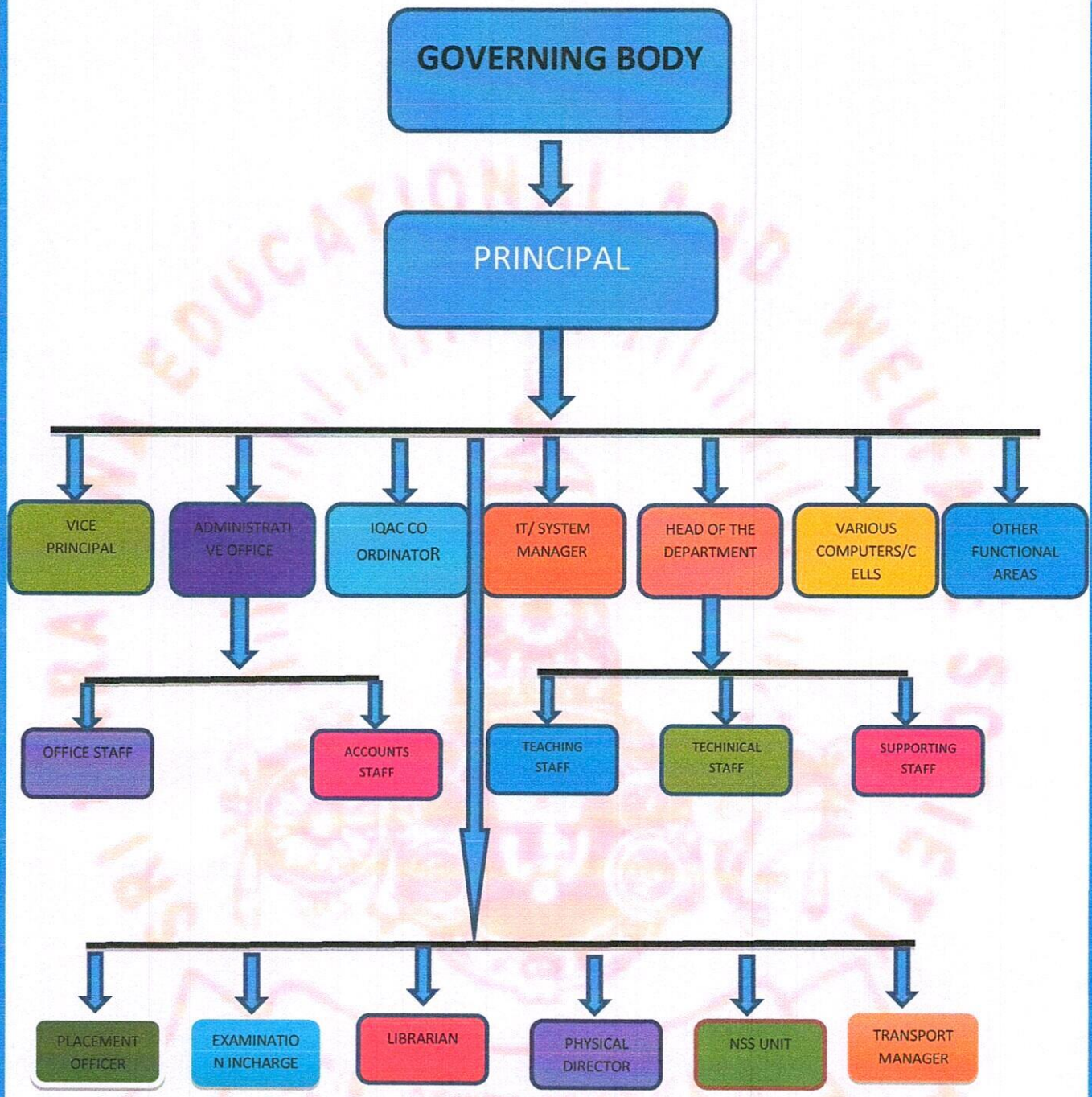
The programs run by the institution are approved by Andhra Pradesh State Council for Higher Education (APSCHE) guidelines.

Affiliation:

The institution is affiliated to Yogi Vemana University, Kadapa.



Organization Char



- The Board of Governors 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 education.
- The Board of Governors of the college has been constituted as per The guidelines of University Grants Commission (UGC), New Delhi, India.
- The main objective of the Board of Governors (BOG) is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.

THE PRIMARY ACCOUNTABILITY

The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

- **TO APPROVE THE MISSION AND STRATEGIC VISION OF THE INSTITUTION**
 - ▶ The prime duty of the BOG is to develop and implement the mission, vision, quality policy and strategic plan of the institution.

It has to review its short term and long-term goals and, if necessary, make changes in the priority as time passes.
 - ▶ It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, benchmarking, risk management including management including financial, physical, staff so as to meet the interests of



stakeholders that is students, parents, alumni, employers, local communities, government and others representing public interest.

- ▶ The BOG should be supported by various other committees in aspects like operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BOG suggestions.
- ▶ The strategic plan may be reviewed once in Five years.

**TO ENSURE THE ESTABLISHMENT AND MONITORING OF
PROPER, EFFECTIVE AND EFFICIENT SYSTEMS OF CONTROL
AND ACCOUNTABILITY**

The Board of Governors shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- ▶ To submit the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college, on the recommendations of the Finance Committee.
- ▶ Institute scholarships, studentships, medals, prizes and certificates on the recommendations of the respective committees/ head of the institution.
- ▶ Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- ▶ The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.



TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS

The Board of Governors shall advise the institute from time to time in respect of the following:

- ▶ Timely compliance of documents for accreditation
- ▶ Ensuring that the statutory supplies are met in respect of accreditation for the purpose of maintaining quality of education.
- ▶ Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution.
- ▶ Carrying out gap analysis and identifying the areas for improvement.

• TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS

Members of Board of Governors shall ensure that

- ▶ The Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of Reorganization
- ▶ The Head of the institution shall plan the future growth of the institution
- ▶ Processes to examine the performance of Head of institution are established.
- ▶ The required documentation is maintained to meet the statutory requirements

• OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by the Board of Governors.



TO PROMOTE TRANSPARENCY AND OPENNESS AT EVERY LEVEL

- ▶ All the minutes of meetings of various committees must be available for the important stake holders
- ▶ Preparation of annual report showing the activities in an academic year and putting the report on the website.

TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS

The Board of Governors shall advise the institute from time to time in respect of the following:

- ▶ Ensuring that the statutory requirements are met in respect of accreditation for the purpose of maintaining quality of education.
- ▶ Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution
- ▶ Carrying out gap analysis and in identifying the areas for Development.

• TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS

- ▶ Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.
- ▶ Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.



- ▶ Ensuring that vacancies are widely publicized both within and outside the institution.

MANAGING THE KEY ATTRIBUTES OF GOVERNING BODY

- ▶ The BOG has been constituted in accordance with the guidelines of the UGC. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carryout primary responsibilities for duration of two years.
- ▶ The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders.
- ▶ The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

V. Murthy
PRINCIPAL
SRI VENKATESWARA COLLEGE
OF ARTS & COMPUTER SCIENCES
PRODDATUR - 516 360

