

WESTERN REGIONAL COMMITTEE
OF
THE ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

**GUIDELINES FOR THE CONSTITUTION AND FUNCTIONING
OF THE GOVERNING BODY AND ITS COMMITTEES OF THE
INSTITUTIONS COMING UNDER THE PURVIEW OF THE AICTE**

1. **PREAMBLE** : The rules and regulations laid down by the All India Council for Technical Education stipulate that all institutions established by Societies/Trusts and coming under the purview of the council are required to constitute Governing Bodies and its Committees for managing the affairs of the institutions. It is pertinent to understand that the Governing Body, the constitution of which is as laid down by the Council, is the Supreme Body governing the affairs of the institution. The Society/Trust, which has established the institution, shall exercise its control on the institution through the Governing Body.

2. **CONSTITUTION OF THE GOVERNING BODY** : The Governing body of an institution shall have equal representation from the Society/Trust on the one hand and the Government, Council and Affiliating Body on the other hand. The Principal of the institution shall be the Member-Secretary of the Governing Body. The constitution is so prescribed that the collective wisdom of the members of the Society, Government Officials, officials of the affiliating body and expert members is available for smooth running of the institution. A typical Governing Body shall have constitution of atleast **11 members** including the Chairman and the Member-Secretary. The Registered Society/ Trust shall nominate 5 members including the Chairman and the Member-Secretary, and the remaining 6 members shall be nominated as indicated below:

1. **Chairman** : to be nominated by the Registered Society/Trust.
- 2-5 Members to be nominated by the Registered Society/Trust.
6. Nominee of the All India Council for Technical Education-Regional Officer (**Ex-Officio**)
7. An Industrialist / Technologist / Educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.
8. Nominee of the Affiliating Body /University/ State Board of Technical Education.
9. Nominee of the State Government - Director of Technical Education (**Ex-Officio**)
10. An Industrialist/Technologist/Educationist from the Region nominated by the State Government.
11. Principal/Director of the concerned technical institution (as nominee of the Society/Trust) - **Member- Secretary**.

The number of members can be increased equally by adding nominees of the Registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of Governing Body shall however, not exceed 21.

Appointment of Chairman of the Governing Body:

The Chairman of the Governing Body shall preferably be a technical person either an entrepreneur or an industrialist or an educationist of repute who is interested in the development of technical education is a member of the parent Society/trust and has demonstrated an interest in promotion of quality education in particular.

3. FUNCTIONS OF THE GOVERNING BODY : The Governing Body as stated earlier is the Supreme Body responsible for the management of the institution. Its function shall include the following:

- To form the following Sub-Committees and consider the recommendations made by these committees:-
 - a. Finance Committee
 - b. Equipment Committee
 - c. Building Committee
 - d. Staff Selection Committee
- To approve the budget estimates – recurring and non-recurring for the financial year in advance
- To scrutinise and accept the audited statement of account for each year
- To estimate the workload, approve the staffing pattern and create posts – Teaching and Non-Teaching (technical and administrative) for the institution.
- To consider and approve the proposals for creation of infrastructure such as building, equipment, library and staff on a continuous basis
- To consider and make provisions for meeting the general and specific conditions laid down by the Council (AICTE), the State Government and Affiliating Body and monitor the progress in fulfilling the conditions.
- To consider the report of the Principal on status of admissions.
- To consider the report of the Principal on the academic performance of the students.
- To supervise the observance of service conditions of the staff as prescribed by the Affiliating Body /Government.
- To consider the proposals of the Principal for improvement in academic performance of the staff.
- To consider any other matter in so far as it enhances the academic atmosphere in the institution.
- To consider any proposal for expansion of educational activities to be made to the Council / Government / Affiliating Body.

4. MAJOR FUNCTIONS OF SUB-COMMITTEES:

- a. **Finance Committee :** The Finance Committee which is a Sub-Committee of the Governing Body shall be responsible for formulation of the annual budget. The recommendations of the Finance Committee shall be brought before the Governing Body for acceptance.

- b. **Purchase /Equipment Committee :** The Purchase / Equipment committee, a sub-committee of the Governing Body, shall have co-opted expert members from the concerned specialisation. The committee shall draw up the list of equipment to be purchased, draw the specification for the items and see that the prescribed procedures of purchase is adhered to by the administration. The recommendation of the committee shall be got approved by the Chairman of the Governing Body before it is implemented. The recommendations shall be reported to the Governing Body in its next meeting for ratification.
 - c. **Building committee :** Building Committee, a sub-committee of the Governing Body with , coopted expert members shall be responsible for all the work relating to the construction and maintenance of the building. All proposals costing, say more than Rs. One lakh should be brought before the Building committee before it is implemented. The recommendations of the building committee shall be considered by the Governing body for implementation. The Committee shall see that the prescribed procedure of implementation is followed.
 - d. **Staff Selection Committee :** The Constitution of the staff selection committee shall be as prescribed by the State Government / Affiliating Body. The recommendations of the Staff Selection Committee shall be brought before the Governing Body for acceptance. In case of emergency the recommendations may be got approved by the Chairman and placed before the next meeting of the Governing Body for ratification.
5. **MEETINGS AND MINUTES OF GOVERNING BODY :** The meetings of the Governing Body should be held at least 3 to 4 times in a year. The meetings of the Committees should be held as often as required. The Principal of the institutions, who is the Member-Secretary shall be responsible for organising the meetings as required. The notice of the meeting should be sent to all the members so as to reach them at least 15 days in advance. The agenda papers with details should reach the members at least a week in advance. Principals shall be responsible for preparing the minutes of all meetings. The draft minutes of the meeting, duly signed by the Chairman of the meeting, should be circulated to all members including those who were not present within 15 days of the meeting for their comments, with a covering letter. The members be requested to send their comments within 15 days time. If no comments are received within that period, it may be taken that the members concur with the draft minutes. Action may, then be taken on the decisions. The minutes shall be confirmed officially in the next meeting of the Governing Body. The Member-Secretary shall maintain an attendance register of the members at the meeting and a minutes book containing the confirmed minutes.
6. **PAYMENT OF TA/DA AICTE NOMINEES** : As regards the Expenditure on TA/DA incurred by the AICTE's nominees in attending the Meetings of Governing Bodies sub-committees, the institution concerned should bear the same as per the eligibility and all required assistance as far as possible in arranging for Travel, Conveyance and Stay should be made by the Institutions.