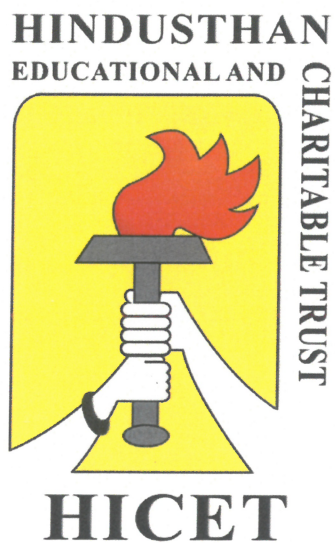


**HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY**  
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**GOVERNANCE POLICY**

## GOVERNANCE POLICY

The Governance document presents the guidelines and direction for the effective monitoring and implementation of the activities of Hindusthan College of Engineering and Technology (HiCET).

The main goal of bringing out this Governance document is to put on record the structure and practices for Governance that have resulted in efficient functioning in providing benefits.

It ensures an effective functioning and efficient governance at all levels to the utmost satisfaction of stakeholders.

The document is based on complying with various apex bodies and other agencies such as UGC, AICTE and Anna University.

The Governance challenge on **“Creating new systems for quality control and accountability; Enhancing the capability and talents of institutional leaders to take on increased responsibility for delegated power”** is the prelude for the preparation of this document.

The Governance document addresses Governance Practices adopted in the institution, in line with the Vision and Mission of the Institution.

The document provides information of HiCET along with its organization structure, charters of statutory and non-statutory committees as per the UGC guidelines of autonomous colleges for the smooth and effective functioning of the college. This Governance Document supports the stakeholders to contribute effectively towards the institutional development and growth at all levels.

## **1. ABOUT THE TRUST**

“Achievement requires character...discipline ...united action and the readiness to sacrifice the individual self for larger cause.”

- Pandit Jawaharlal Nehru

From humble beginnings to flattering triple figures- that has been the phenomenal growth of Hindusthan Educational and Charitable Trust, one of the finest in education and teaching is strategically placed in the heart of the city, and since 1992 has established itself firmly in the fields of Arts, Science, Education and Technical Education. The Trust provides ample opportunities to the young minds to develop and unfold their innate capacities in education that is world-class and on par with global standards. The Trust firmly believes in education from Pre-KG to Ph.D and is true to its motto – ‘Get the best in everything’.

The Management has always stood by its commitment to the betterment of the student community and had at first established itself as a brand in the ‘power sector’, and today in the field of Education has reigned supreme with the ‘Life Time Education Achievement Award’ for giving back to society. Real knowledge, like everything else of value, is not to be obtained easily .It must be worked for, studied for and more than that thought for and prayed .The Trust aims at inculcating this understanding in the youth. The Management aims in leading and has set new trends/ innovative training methodologies in all its Institutions that will assist students towards the road to success.

## **2. ABOUT THE INSTITUTION**

Hindusthan College of Engineering and Technology (HiCET) Coimbatore, established in the year 2000 by the great Industrialist and Philanthropist, Thiru.T.S.R.Khannaiyann of Hindusthan Educational and Charitable Trust whose determination and dynamism made possible the realization of this institution of excellence. Surrounded with nature's pristine beauty and an excellent infrastructure coupled with dedicated and experienced faculty has made the campus a much sought-after abode of learning.

HiCET is one of the premier technological institutions inculcating quality and value based education through innovative teaching learning process for holistic development of the Students. The institution is recognized under Section 2(f) and 12B of University Grants Commission (UGC) and is an autonomous institution affiliated to Anna University, Chennai with permanent affiliation. All the programmes are approved by the AICTE and Five Programmes are accredited by National Board of Accreditation (NBA) also the institution is accredited by the National Assessment and Accreditation Council (NAAC) with 'A' grade,

The Institute is ranked 146<sup>th</sup> in India Today Ranking in 2022 and spotted as the Nodal Centre for Smart India Hackathon. One more feather in the crown is a Ford Ecosport car gifted by Ford India to provide hands-on experience in latest technologies in automotive sector also the institute has received the Best Accredited student Branch Award from Computer society of India.

Further, HiCET has established Centre of Excellence in Volvo Eicher Commercial Vehicles and Royal Enfield Motorcycles to train faculties and students.

AICTE has granted Rs.1 Crore for the establishment of the IDEA Lab in HiCET in the year of 2021-22, which is one of 49<sup>th</sup> in the country. Institute has MSME supported Start Up and Incubation Centre. HiCET is a registered

member of Institution's Innovation Council (IIC) under MIC, Government of India. HiCET-IIC has received 4 Star rating which is TOP in the country.

HiCET conducts seminars and also invites companies to give presentations that will help our students to choose a right career for themselves and has hence contributed to the industry by successfully delivering fresh recruits who have contributed continuously to the growth of the industry by being a part of the top-notch organizations. For all these reasons HiCET has been a preferred institute for recruiting young minds.

Currently, there are around 5000+ students pursuing various Undergraduate programs (B.E./B.Tech.), Postgraduate programs (M.E./M.Tech, MBA & MCA) and Ph.D. research programs in the Institution and are mentored by about 400 well qualified and experienced faculty members.

HiCET nurtures future global leaders by imparting knowledge, skills and building attitudes among students to face the world in a fresh, energetic and unrestrictive work environment. In keeping view of the severity of COVID-19, the faculty members were able to gain and sustain student engagement by being creative with lectures that integrate props, student polling, and videos on online mode.

### **3. VISION, MISSION AND QUALITY POLICY**

#### **Vision**

To become a premier institution by producing professionals with strong technical knowledge, innovative research skills and high ethical values.

#### **Mission**

IM1: To provide academic excellence in technical education through novel teaching methods.

IM2: To empower students with creative skills and leadership qualities.

IM3: To produce dedicated professionals with social responsibility.

## **Quality Policy**

Hindusthan College of Engineering and Technology (HiCET) aims at providing the best education which will mould the students as the right characters, who will cater to the needs of the society. While providing the various inputs for the best education, HiCET will constantly thrive upon continual improvement with the utmost commitment for the complete satisfaction of the customer.

## **4. GOVERNANCE**

Governance is a set of responsibilities and procedures exercised by institution to provide strategic direction to ensure educational objectives are to be met through effective and efficient use of resources, accountability, and participation of stakeholders in decision- making.

The administrative set up of HICET has several Committees in place in addition to **Statutory and Non-Statutory committees** to continuously monitor the academic, financial and administrative activities of the Institution.

The Institution has various academic and administration committees to ensure good governance, transparency and accountability in the process of administration.

The constitution of these committees is based on the guidelines of UGC/AICTE/Anna University and the committees comprise key stakeholders including government, administrators, faculty, staff, industry, employers, alumni and the students.

The diversity in the composition of committees helps in undertaking fruitful deliberations leading to pragmatic decisions.

The committees are classified as:

- 1. Statutory Committees**
- 2. Non-Statutory Committees**
- 3. Internal Quality Assurance Cell**
- 4. Other Committees**

This document provides information on the Composition, Functions, Term, Frequency of Meetings and Responsibilities of all the committees. The governance committees which are in place are given below:

## **5. STATUTORY COMMITTEES**

Statutory Committees are the committees which make policies on Academics, Finances, Infrastructure, Research and Development by steering the stakeholders including Students, Faculty for wholesome growth of the institution.

## Organogram of the Institution

### Hindusthan College of Engineering and Technology ( Autonomous ) Coimbatore - 641032.



Organogram



**The following are the Statutory Committees**

| <b>S. No.</b> | <b>Title</b>      | <b>Acronym</b> |
|---------------|-------------------|----------------|
| 1.            | Governing Body    | GB             |
| 2.            | Academic Council  | AC             |
| 3.            | Board of Studies  | BoS            |
| 4.            | Finance Committee | FC             |

**5.1. GOVERNING BODY**

Governing Body (GB) directs the Institution strategically by following Institution's Vision and Mission and reviews the process to achieve the cherished goals for the development of the organization.

Governing Body shall be constituted as per the guidelines of the University Grants Commission (UGC). The GB collectively performs its primary accountabilities effectively and efficiently, and to ensure the confidence of its stakeholders and its constituents. The GB may co-opt other private members to carry out its primary accountabilities. In addition to the co-opted members, GB may have special invitees for a temporary period to meet the specific requirements.

## Constitution of Governing Body

| Number    | Category  | Nature  |
|-----------|---|---|
| 5 Members | Management  | Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson                            |
| 2 Members | Teachers of the College                                       | Nominated by the Principal based on seniority by rotation   |
| 1 Member  | Educationist or Industrialist                                 | Nominated by the management   |
| 1 Member  | UGC Nominee   | Nominated by the UGC  |
| 1 Member  | State Government Nominee                                      | Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education |
| 1 Member  | University Nominee  | Nominated by the University   |
| 1 Member  | Principal of College  | Ex-Officio  |
| 2 Member  | Dean Academics, Principal, Hindusthan Institute of Technology | Invited members   |

**Co-opted Members:** The GB in its capacity can co-opt additional members, apart from members as required by UGC. The co-opted members may be drawn from various stakeholders and constituents to enhance the size, skills, competencies, and experiences of the members.

**Term :** The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

**Meetings:** Meetings of the Governing Body shall be held at least twice a year.

### **Primary Accountabilities**

#### **Vision, Mission and Strategic Plan**

The Governing Body (GB) shall oversee the creation of strategic vision for the Institute. The GB shall enable the college to develop its mission to achieve the strategic vision. The strategic plan shall be drafted by the Committee constituted by Governing Body with senior functionaries of the Institute and nominees of the Chairperson of the Governing Body.

The Committee shall draft the strategic plan in line with the vision and mission of the Institute. The same shall be placed before the Governing Body for its consideration and approval.

The strategic plan shall be reviewed once in three years. The long term business plans and annual outlays shall be decided by the Governing Body based on the strategic plan. The Head of the Institution shall convert the strategic plans into detailed operational plans by considering the Mission of the Institute.

#### **Monitoring of Finance, Human Resources and physical Facilities**

The Governing Body shall ensure that there exists well-established accounting and auditing procedures concerning all the financial aspects of the institute. The Governing Body shall receive the audited statements and approve the same.

The Governing Body shall ensure the financial sustainability and safeguard institutional assets. The annual outlays and long term business plans shall be evolved after considering the revenue and strategic plan. The parent society shall ensure adequate funds to meet any financial contingencies. The Governing Body shall constitute the finance committee as per the guidelines of UGC. GB shall establish a mechanism to monitor the effectiveness of the faculty, non-teaching staff and academic administrators.

The monitoring procedure may consider the faculty appraisal guidelines given by UGC. The Governing body shall review the performance based on the established procedures and suggests the methods to improve the same. The Governing Body shall ensure the proper usage of physical facilities by the institute.

### **Institutional Performance Benchmarking**

The Governing Body shall constitute a committee either with its members or nominate senior faculty members to identify the peer institutions and provide the key performance indicators which are both realistic and challenging. This committee shall review the parameters and peer institutions once in every five-year.

### **Transparency**

The brief profile of the members of GB shall be placed in the institute website. The minutes of the GB shall be made available on the web site of the college except for the content which is sensitive, personal, and confidential as declared by GB.

The Annual Quality Assurance Report (AQAR) report shall be a structured document with clear institutional performance metrics as per the strategic plan of the institute and parameters used by the ranking/benchmarking agencies under the following categories:

1. Teaching, Learning Resources and Evaluation
2. Student Support and Career Progression

3. Research, Consultancy and Extension
4. Curricular Aspects
5. Infrastructure
6. Governance, Leadership and Management
7. Innovations and Best Practices

### **Input for the Governing Body**

- Outcome of Academic council meeting
- Financial statement from finance committee
- Reports of Academic Internal/External Audit
- Reports of ISO Internal/External Audit
- Results from office of Controller of Examination
- Infrastructure requirements from Principal and Heads of the Departments
- Recommendation of Planning & Evaluation Committee
- Review of Academic Feedback
- Achievements of the institution, Teacher & students
- Reports of IQAC

### **Roles and Responsibilities of the GB Members**

The roles and responsibilities of the Chairperson, Head of the Institution, Members are mentioned in this section.

**Chairperson:** In addition to overall responsibility for GB activities, the role of the Chair or Chairperson may include:

- Planning the annual cycle of board meetings and set the agendas as per priorities in consultation with agenda committee.
- Determining and approving the information to be provided in the agenda materials.
- Chairing and facilitating the board meetings.
- Giving directions to board policy making as per strategic plan.
- Representing the organization at appropriate events, meetings or functions.

- Reviewing and appraising the performance of the Principal and Senior functionaries.
- Sitting in the Faculty appointment panels.
- Ensuring the identification of conflict of interest and managing the same appropriately.

**Head of the Institution:** The specific responsibilities of the Head of the Institution in relation to the GB are:

- Determining the material required to be provided for meeting.
- Certifying the draft minutes before circulating to members.
- Monitoring the implementation of the decisions taken at board meetings.
- Work in close communication with Chair and other Sub-Committees.
- Prioritize the agenda items as per the strategic plan and mission.
- Disseminating the decisions taken at GB to all stakeholders.

**Members:** The individual members shall actively participate in the deliberations of the GB meetings and shall conduct themselves in accordance of the best interest of the stakeholders. Some of the significant roles and responsibilities of the members are:

- Participate and contribute actively in the development of procedures and policies.
- Monitor the reviews of policies and procedures and changes in these from time to time.
- Review the annual performance of the institute and contribute with new initiatives to improve the same.

**Delegation of Authority:** The GB may delegate authority to the Chairperson, Head of the Institution or a Committee to act on its behalf, wherever permissible, between meetings.

## 5.2 ACADEMIC COUNCIL

Academic Council (AC) plays a significant role in setting the academic direction of the institution. It scrutinizes and approves the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

### **Composition of Academic Council**

Constitution of Academic Council of Hindusthan College of Engineering and Technology:

1. The Principal (Chairman)
2. Dean-Academics
3. Member Secretary Academic Council
4. All the Heads of Departments
5. Four teachers of the college representing different categories of teaching staff by rotation based on seniority.
6. Academic Experts
7. Industry Experts
8. Alumni Members
9. Principal of Hindusthan Institute of Technology (HiTECH)

**Term:** The term of the nominated members shall be of three years.

**Meetings:** Academic Council shall meet at least twice a year.

**Functions:** AC shall have powers to:

- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the government.

- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body Council.
- The Member-Secretary shall convene the meeting of the Academic Council and prepare the agenda with the approval of the Principal. He is responsible for making the minutes of the meeting and ensures compliance of the decision of the Council.

### **Input for the Academic Council**

- Recommendation of Standing Committee on academic affairs.
- Minutes of all the Boards of Studies.
- Recommendation from Curriculum Development Cell
- Recommendation of Academic Performance and Evaluation Committee
- Recommendation of Program Assessment Committee
- Reports of Academic Internal/External Audit
- CO's / PO's attainment from different program
- Recommendation from IQAC
- Feedback from Alumni, Employers, Parents and Students on Curriculum
- UGC /AICTE /NBA/University guidelines
- Regulations

### **5.3 BOARD OF STUDIES**

The Board of Studies (BoS) is the basic constituent of the academic system of an institute. Its functions will include framing the content of various courses, curriculum, reviewing and updating the content from time to time, introducing new courses of study etc.

#### **Composition of Board of Studies**

1. Head of the Department concerned (Chairman).
2. One University Nominee
3. Few Senior faculty from each specialization.
4. Two subject experts from outside to be nominated by the Academic Council.
5. One representative from industry/corporate sector/allied area relating to placement.
6. Student Nominee
7. One Parent Nominee
8. The Chairman/Chairperson of BoS from HITECH.
9. One Academic Expert from Top institution in India/Abroad.
10. One Academic Expert from QS Rated Institutions.
11. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
  - Experts from outside the college whenever special course studies are to be formulated.
  - Other members of staff

**Term:** The term of the nominated members shall be of three years.

**Meetings:** The Board of Studies shall meet at least twice a year.

## **Functions**

BoS in the college shall

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for Appointment of Examiners and Coordinate Research,
- Coordinate research, teaching, extension and other Academic activities in the department/college.

## **Input for the Boards of Studies**

- AICTE/NBA/UGC/University guidelines
- Feedback from employers, alumni, parents and students on curriculum  
Teachers and students feedback on teaching learning process and assessment
- Curriculum Trends in industry
- Curriculum and Syllabus of school education(if UG)
- Recent reports of world economic forum
- Reports of India Skill Report
- FICCI Report on higher education
- Deloitte Report on higher education
- WEF Report
- Previous Board of Studies comments and action taken
- Previous Academic Council Meeting
- Feedback from Teachers
- Suggestions from Governing Body/Academic Council/ Curriculum Development Cell/Academic Audit
- Regulations

## 5.4 FINANCE COMMITTEE

The Finance Committee (FC) shall act as an advisory body to the Governing Body in finance aspects.

### Composition of the Finance Committee

| S.NO. | Category  |
|-------|---|
| 1.    | The Principal (Chairman)  |
| 2.    | One person to be nominated by the Governing Body of the college for a period of two years.        |
| 3.    | Finance Officer of the affiliating University   |
| 4.    | One senior-most teacher of the college to be nominated in rotation by the Principal for two years |

**Term:** The term of the Finance Committee shall be three years.

**Meetings:** The Finance Committee shall meet at least twice a year.

#### Functions:

- FC shall estimate budget relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy and audit the accounts.
- Finance committee approves the annual budget of the institute for each financial year and review the utilization of funds of previous year as per budgetary provision.

## 6. NON-STATUTORY COMMITTEES

Non-statutory committees are those that are appointed by the Principal in order to suggest strengthening the college Administration, Academics, Research and Development, Infrastructure, Planning and Evaluation, Extra & Co-Curricular activities.

The Chairman/Chair Person of each Committee is expected to undertake all the prime duties of the committee, namely convening the meetings, recording minutes, recording special observations and suggestions, if any, processing the data and obtaining ratification of the minutes, resolutions, observations, suggestions, taking necessary steps for tabling the said documents for ratification by the statutory bodies etc. Agenda items fall under the purview of the committee. The committee is expected to extend its co-operation to the members of faculty and staff appointed or drafted for specific tasks from time to time. The Chairman reserves the right to conduct any emergency session under certain circumstances that can be deemed to be an emergency situation.

Following are the Non-Statutory Committees of our Institution.

#### **Non-Statutory Committees**

- Admission Committee
- Academic Audit Committee
- Anti-Ragging Committee
- Examination Committee
- Grievance Redressal Committee
- Internal Complaints Committee (Sexual Harassment Committee)
- Library Committee
- SC/ST Students Welfare Committee
- Planning and Evaluation Committee
- Curriculum Development Cell
- OBE Implementation Committee
- Extra-Curricular Activities Committee etc.,

All the above committees are constituted as per the guidelines of UGC/AICTE/NAAC.

## **6.1 Admission Committee**

Institute Admission committee is formulated to plan and coordinate the admission procedures and it focuses on setting proper facilitation procedures for the smooth admission process in line with the admission process undertaken by the Government of Tamilnadu and Anna University guidelines.

**Members:** Chairman and 16 members appointed by the Principal.

**Term:** The term of the nominated members shall be of two years.

**Meetings:** Minimum two meetings per year.

**Functions:** The committee shall take into consideration all the admission criteria and rules and regulations of the government both in admitting the students allotted to the college by the convener, TNEA and those that seek admission under management quota. It instills a promising academic responsibility in the students by interacting with them and directs the departments to arrange induction programme to the first year students.

## **6.2 Academic Audit Committee**

Composition of Academic Review and Audit Committee

1. The Principal (Chairman)
2. Dean-Academics
3. Heads of all the Departments
4. Academic Expert
5. University Nominee
6. Controller of Examinations
7. IQAC coordinator
8. Director, Corporate Relationship
9. Internal Review Members

**Term :** The term of the nominated members shall be two years.

**Meetings:** Once in a year, after the end of the Even Semester

### **Objective of Academic Audit Committee**

The objective is to evaluate the performance of the institution and to identify the issues that are to be attended to in order to improve the quality of Teaching and learning.

- To understand the existing system and assess the strengths and weaknesses of the Department and Administrative units and to suggest the methods for improvement and for overcoming the weaknesses while teaching, learning and evaluation, student support and progression.
- To ensure the setting and maintenance of academic standards.
- To promote and enhance high quality teaching and to ensure the quality of students learning opportunities.
- To establish whether the Departments/ centers are functioning efficiently and effectively with proven records of capacity building, research projects and publications and extension over a period of time or not
- To identify the bottlenecks in the existing administrative mechanisms and to identify the Opportunities for academic reforms, administrative reforms and examination reforms for a Long term progression with excellence and to face the challenges of Internationalization in
- Higher education.
- To suggest the methods of improvement for maintaining quality in higher education.
- Internal Review Members will check all the class logbooks and personal logbooks of all the faculty members.
- Check the internal attendance of less than 75% students list.
- Check the logbook and e-campus entry with less than 80% students list, informed to parents, and come within next week to meet the dean.
- Slow learners list are identified and give special coaching class to train them

- Monitoring the Completion of syllabus as per the course plan.
- To take remedial actions which are necessary to improve the standard of the students and teaching learning process.

### **Input for the Academic Review and Audit Committee**

- BoS /Academic Council Minutes of Meeting
- Regulations
- Class committee and peer group meeting report
- Course coordinator file
- Attendance and assessment record
- Course information sheet
- Slow learners coaching and performance record
- Class advisor file & Faculty course file
- Co's & Po's attainments

### **6.3 Anti-Ragging Committee**

Anti ragging committee is responsible for forming an Ant-ragging Squad and also forms a duty chart for each and every member of the flying squad. Our Institute strongly condemns any kind of ragging practices inside the campus.

#### Composition of Anti-Ragging Committee

1. The Principal (Chairman)
2. Coordinators
3. Teachers of the college
4. Parents
5. Local people
6. Hostel Deputy/Residential wardens
7. Reporter/Local Media
8. Notary public lawyer
9. Sub inspector of police
10. Special Invitees

**Term :** The term of the nominated members shall be three years.

**Meetings:** once in three months / whenever necessary

### **Functions**

- To spread anti-ragging campaign throughout the student community by giving full publicity to the punishment for ragging through suitable posters around college campus and hostel premises.
- To monitor the movement of the students in the college and prevent loitering around in the Corridors, near Canteen, Mess and Hostel premises during the college working hours.
- To form squads to make surprise visits to identified ragging prone areas – Bus-stops, Hostels, Canteen, Mess areas, Student waiting rooms, Vacant class rooms, and also Play grounds. Strict surveillances should be maintained in such locations for prevention of ragging.
- Create awareness among students that ragging is a reprehensible act which does no good to anyone and by simultaneously generating an atmosphere of discipline by sending a clear message that no act of ragging shall go unnoticed & unpunished.
- To organize / conduct anti-ragging seminars / workshops regularly in the college separately for senior and junior (fresher) students.
- Interact with fresher's and take them in confidence by apprising them of their rights as well as obligation to fight against ragging and generate confidence in their mind that any instances of ragging to which they are subjected or which comes in their knowledge should forthwith be brought to their knowledge and shall promptly be dealt with while protecting the complainants from any harassment by perpetrators of ragging.
- Committee should meet once in three months to review the prevalent situation & evolve effective measures to combat ragging.

#### **6.4 Examination Committee**

The committee shall plan and coordinate the execution of all the examinations by considering all the rules and regulations of the examination procedures promulgated by the autonomous stream. It shall also consider all the relevant enactments (item specific) of the administrative bodies of the college in the process of undertaking its activities.

**Members:** A Chairman and 08 members are appointed by the Principal.

**Term:** The term of the nominated members shall be of two years.

**Meetings:** Minimum two meetings per year.

**Functions:** The committee shall see that all the operations such as preparing academic calendars, strictly conducting examinations, maintaining confidentiality, fixing remunerations under the guidance of Controller of the Examinations and other personnel concerned.

#### **6.5 Grievance Redressal Committee**

Grievance Redressal Committee is originated to provide opportunities for redressal of certain grievances of students, staff and faculty.

**Members:** Principal/Chairperson, three senior members of the teaching faculty to be nominated by the Principal and out of three one member shall be female and other from SC/ST/OBC category. A representative from among students of the college to be nominated as a special invitee by the Principal based on the academic merit/excellence in sports/performance in co-curricular activities.

**Term:** The term of the members shall be of two years.

**Meetings:** Minimum six meetings per year/ whenever necessary

**Functions:** Committee shall take up the complaint of an aggrieved student related to the institution and follow the principles of natural justice by

investigating the issue properly. The committee shall send its report with recommendations, if any, to the institution concerned and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of 15 days from the date of receipt of such decision.

### **6.6 Internal Complaints Committee**

The Internal Complaints Committee/Sexual Harassment Committee is constituted to put forward steps to prevent sexual harassment of any kind in the institution according to the norms of regulatory authorities.

**Members:** Coordinator and Eight members are appointed by the Principal. Minimum of 1/3 members shall be women.

**Term:** The term of the nominated members shall be of three years.

**Meetings:** Minimum four meetings per year/ whenever necessary

**Functions:** The committee shall provide protection against sexual harassment of women at work place and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto.

### **6.7 Library Committee**

The committee is formed to plan and coordinate the execution of the requisite procedures for the functioning of the library. It takes up the processes of identifying, planning, and such other aspects of the procurement of and processing the books, journals, manuals etc.

**Members:** Chairman/Chairperson and 17 members are appointed by the Principal. Student members are invited based on the activity as per necessity.

**Term:** The term of the nominated members shall be of two years.

**Meetings:** Once in a semester.

**Functions :** The committee shall take into consideration all the procurement criteria, and rules and regulations of the library management, including cataloguing and access- administration while ensuring the up gradation of the library to enhance academic and research zeal and to suit the ever changing industrial requirements. It monitors the student and staff utilization of the library and also the allocation of funds for the books, journals, manuals etc. and the digital processing of information, including online journals.

### **6.8 SC/ST Students Welfare Committee**

The SC/ST Committee shall plan, coordinate and look after the welfare and capacity enhancement of the students and staff that belong to those sections. The committee coordinates and resolves the problems of SC/ST students, facilitates the financial scholarships, educate them about schemes introduced by Central Govt. & State Govt. and improve the career opportunities.

**Members:** Principal as a chairman will appoint coordinators and student members for the cell.

**Term:** The term of the nominated members shall be of three years.

**Meetings:** Minimum two meetings per year.

**Functions :** The Committee acts as the facilitation unit for the welfare of those sections and the committee is intended to see that difficulties, if any, faced by the students of those sections get nullified such that those students will have access to all the activities and facilities without any exception whatsoever.

### **6.9 Planning and Evaluation Committee**

Planning and Evaluation Committee is formulated to plan and co-ordinate the

execution of almost all the major academic and administrative aspects of the policy framework of the institution.

Composition of Planning and Evaluation Committee

1. The Principal (Chairman)
2. Dean Academics
3. IQAC coordinator
4. Controller of Examinations
5. All Heads of the Departments
6. Coordinators of Committees
7. Coordinators of Clubs
8. Coordinators of Extension activities.

**Term:** The term of the nominated members shall be of two years.

**Meetings:** Minimum two meetings per year.

**Functions:** The College Development Planning and Evaluation committee is intended to plan, propose and identify the social and industrial relevance of new academic programmes and new courses in the existing programmes, and to evaluate the post-execution scenario of such courses and programmes in the college along with infrastructure development, R & D etc.

### **6.10 Curriculum Development Cell**

Constitution of Curriculum Development Cell (CDC) of Hindusthan college of Engineering and Technology

1. The Principal (Chairman)
2. Dean-Academics
3. All the Heads of Departments in the college
4. Controller of the examinations
5. Director, Corporate relation
6. IQAC coordinator
7. NBA coordinator

## 8. Member Secretary Academic Council

**Term :** The term of the nominated members shall be Two years.

**Meetings:** Curriculum Development Cell shall meet at least twice a year

### **Functions of the Curriculum Development Cell**

- A Curriculum Development Cell has been formed in the College to take initiatives in restructuring the curriculum periodically, based on the UGC and AICTE guidelines, and accomplishing the objectives of the institution in equipping the students with multi-disciplinary and multitasking skills, the Curriculum Development Cell formulates the course structure and guidelines for curriculum restructuring, periodically.
- Promote faculty recharge programmes and skill development for faculty.
- Introduce inter/multidisciplinary studies
- Develop the curriculum, syllabi and look for new sources required for the various courses run by the University. It needs to maintain and promote an ambiance of creativity, innovation and improving quality
- To Implement the Choice Based Credit System in the Institution.
- To identify the needs of stakeholders
- To Prepare the list of criterions that suits for the outcome based education
- To Creating curriculum matrix
- To fix the credits range for the programs
- To identify the pedagogy/Instruction methods
- To Identify and establish evaluation methods
- To Creating awareness among the stakeholders

### **Input for the Curriculum Development Cell**

- AICTE/NBA/UGC/University guidelines
- Feedback from employers, alumni, parents and students on curriculum
- Teachers and students feedback on teaching learning process and assessment
- Curriculum Trends in industry
  - Curriculum and Syllabus of school education, if UG
  - Recent reports of world economic forum
  - Reports of India Skill Report
  - FICCI Report on higher education
  - Deloitte Report on higher education
  - Last Board of Studies comments and action taken
  - Previous Academic Council Meeting
  - Regulations

### **6.11 OBE Implementation Committee**

Composition of OBE Implementation committee

1. The Principal (Chairman)
2. Dean-Academics
3. Heads of all the Departments
4. Faculty members from various Department
5. IQAC coordinator
6. NBA coordinator
7. Controller of Examinations
8. Director, Corporate Relationship

**Term:** The term of the nominated members shall be Two years.

**Meetings:** Minimum two meetings per year.

#### **Objectives**

- To asses and Monitor the OBE Process implemented across the institution

in line with the guidelines stipulated by NBA.

- To improve and update the OBE process for the benefit of students.

### **Functions**

- To create awareness among faculty and students on outcome based education.
- To conduct training workshops to disseminate the knowledge about the implementation of OBE
- The effectiveness of a professional education programme can be seen in the extent to which its graduates are able to internalize the knowledge, competencies as well as attitudes required for the profession they are prepared for.
- The end of the programme tests/examinations are but one indicator of a specific set of expectations or expected learning outcomes.
- The actual performance of students is revealed in the formative evaluation or continuous internal assessment adopted during the programme.
- The extent of student awareness about the POs and their actual performance reflecting these would be the real indicators of success or outcome of the programme.

### **6.12 Extra-Curricular Activities Committee**

The Extra Curricular Activities Committee shall plan and coordinate the organization of various co & extracurricular activities in the college for the all round development of the students.

Activities includes NSS, NCC, Rotaract, Fine Arts etc.,

**Members:** Coordinators and student members are appointed by the Principal.

**Term:** The term of the nominated members shall be of two years.

**Meetings:** Minimum two meetings per year.

**Functions:** The committee shall encourage all the students to participate in

the activities which are planned by considering all the rules and regulations of different kinds of co-academic, literary and cultural events. It monitors the way the activities get organized and considers incorporating the innovations in the events or in the way of organizing the events.

## **7. INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The Internal Quality Assurance Cell endures the realization of the goals of quality enhancement and sustenance. It develops a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

### **Objectives of IQAC**

- Sustain Quality Culture in the institution.
- Develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.
- Optimization and integration of modern methods of teaching and learning.
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Equitable access to and affordability of academic programs for various sections of society.
- Documentation of the various programs/activities leading to quality improvement
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Prepare and submit the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

### **Composition of the Internal Quality Assurance Cell as per NAAC/UGC**

| <b>S.NO</b> | <b>Category</b>  |
|-------------|--|
| 1.          | The Principal (Chairman)   |
| 2.          | Teachers to represent all levels                                   |
| 3.          | One member from the Management                                     |
| 4.          | Few Senior Administrative Officers                                 |
| 5.          | One nominee each from local society, Students and Alumni           |
| 6.          | One nominee each from Employers/Industrialists/Parents             |
| 7.          | One of the senior teachers as the Coordinator/Director of the IQAC |

### **Functions of IQAC**

- Ensuring the Identification, development and application of quality benchmarks.
- Conducting periodic Academic and Administrative Audit and its follow-up.
- Documenting various programmes and activities leading to quality improvement.
- Disseminating information on various quality parameters as per the need to all stakeholders.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Preparing and submitting the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

### **8. OTHER COMMITTEES AND CLUBS**

Other Committees are formulated to provide better practices for the

development of academics, extra-curricular activities and proper maintenance in the institution in addition to the Statutory and Non-Statutory Committees. HiCET has several clubs that assist students in pursuing their avocation and interests. Clubs enable students to collaborate easily and come up with innovations and creativeness.

The objectives of the clubs facilitate students to realize their uniqueness, passion, and their aspirations. It helps them to transpire from their comfort zone and involves them together to strengthen themselves in various fields. Co-coordinators of the various clubs promote students to participate in all the activities to enrich student's college experience. Numerous clubs are functioning in the college.

Clubs are,

- AI and ML Club
- Amateur Astronomy Club
- Augmented Reality (AR) Club
- Business Club
- Consumer Awareness Club
- Data Analytics Club
- EDC Club
- ELOC Club
- Fine Arts Club
- IoT Club
- IQ Club
- Music Club
- Nature Club
- Programmers Club
- Rotaract Club
- Trekking Club
- UAV Club
- Unnat Bharat Abhiyan

- Uyir Club
- YOGA CLUB
- Readers-club
- Energy Club
- Craft Club
- Photography Club
- Science Club
- Tamil Mandram
- SAE Club
- Networking Club
- Renewable Energy Club
- E-waste Management Club
- Special Talents Club
- Drawing and Painting Club

## 9. EFFECTIVE GOVERNANCE INDICATORS

### Leadership and Motivational Initiatives

- Academic Audits by expert academicians from reputed institutions and by Institutional level Committees.
- A proper system for the financial management and control by way of both internal and external audits is in place. The budget is prepared by the Head of the Departments and central heads and Principal.
- Involvement of faculty in the decision making processes at various levels.
- Senior faculty members are made heads of various Academic/Administrative committees in the capacity of a Chairman / Convener.
- The faculty/staff recruitments are made in fair and transparent manner.
- Orientation & Pedagogical training session for the new faculty.



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*Handwritten signature in green ink.*

**PRINCIPAL**

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