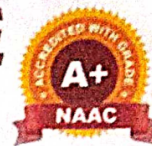


**CODE OF CONDUCT
POLICY-GOVERNING BODY**



SHRI GNANAMBICA DEGREE COLLEGE

(AUTONOMOUS)
(Affiliated to S.V. University)



CODE OF CONDUCT - GOVERNING BODY

Need for Good Governance:

Independent and fully empowered Governing Body to:

- ✓ Support a stated vision, mission and objectives.
- ✓ Adopt a stimulating environment and culture to attract talented faculty.
- ✓ Cultivate a culture of innovation that improves productivity and support the sustainability and development of the institution.
- ✓ Counterfeit Global, National and Local collaborations with Academic partners, research and industry to realize the vision.
- ✓ Develop a clear strategy and sustainable growth development path.

Scope of Good Governance:

The benefits of Good Governance are demonstrated through:

- ✓ Honesty 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.
- ✓ Processes in place to deliver improvements in research quality.
- ✓ Learn and Skilled administration.
- ✓ Robust and transparent financial systems, especially regarding procurement and strong external and internal audit.

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AN ISO 9001 - 2015 CERTIFIED INSTITUTION

- ✓ 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 certification.
- ✓ Focused awareness in institutional outputs, especially increased employability.

Genesis of the Institution:

Shri Gnanambica Degree College was started in 1999 by Shri Ratakonda Guru Prasad Garu, Founder & correspondent. He has the Vision of "Providing Quality Education for Everyone especially for students in rural areas" with visualized importance of Disciplinary Campus. It has been started in 1999 and soon it became as one of the Top degree colleges in the state.

Vision of the Institution:

To equip the students with the required knowledge and skills, and mould them to become competent professionals, leaders, entrepreneurs and above all good human beings through affordable and quality education.

Mission of the Institution:

- ✓ Imbibe knowledge, skills and sensitivity toward the society
- ✓ Provide a conducive and congenial teaching-learning environment
- ✓ Strive to ensure holistic development of the students through curricular, co-curricular and extra-curricular activities

Quality Policy:

SGDC is committed to provide quality education to the students enabling them to excel in the fields of science, arts, mathematics and management to cater to the changing and challenging needs of the society and industry.

Approval:

The Programs run by the institution are approved by Academic Council of the Institution.

Affiliation:

The institution is affiliated to Sri Venkateswara University, Tirupathi.

- ✓ The Governing Body 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 Governing Body is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.
- ✓ SGDC, in one of its executive meetings resolved to have an eminent educationist as the chairman of the Governing Body, even though the university empowers the president of the society as the chairman of GB.

Primary Accountability

- ✓ The Governing Body of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and nurturing an environment in which the institutional mission is achieved.

To approve the mission and strategic vision of the institution

- ✓ The primary duty of the GB 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, bench marking, risk 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 GB should be supported by various other committees in aspects like revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the GB 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 Governing Body 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, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. 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 Governing Body 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 Governing Body shall ensure that

- ✓ The Head of the institution implements the decisions of GB 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 evaluate 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 Governing Body.

To promote of 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 reports showing the activities in an academic year and putting the report on the website.

To monitor institutional performance and quality assurance arrangements

The Governing Body shall advise the institute from time to time in respect of the following:

- ✓ Timely submission of documents for accreditation.
- ✓ 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 improvement.

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

- ✓ As per the guidelines, when we required, independent members may be co-opted into the GB to carry out 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 conducting reviews regularly, having regard to the authority conferred by the instruments of governance.



A handwritten signature in black ink, appearing to be "S. Ramesh" or similar, written in a cursive style.

PRINCIPAL
Principal
Shri Gnanambica Degree College
Madanapalle - 517 325