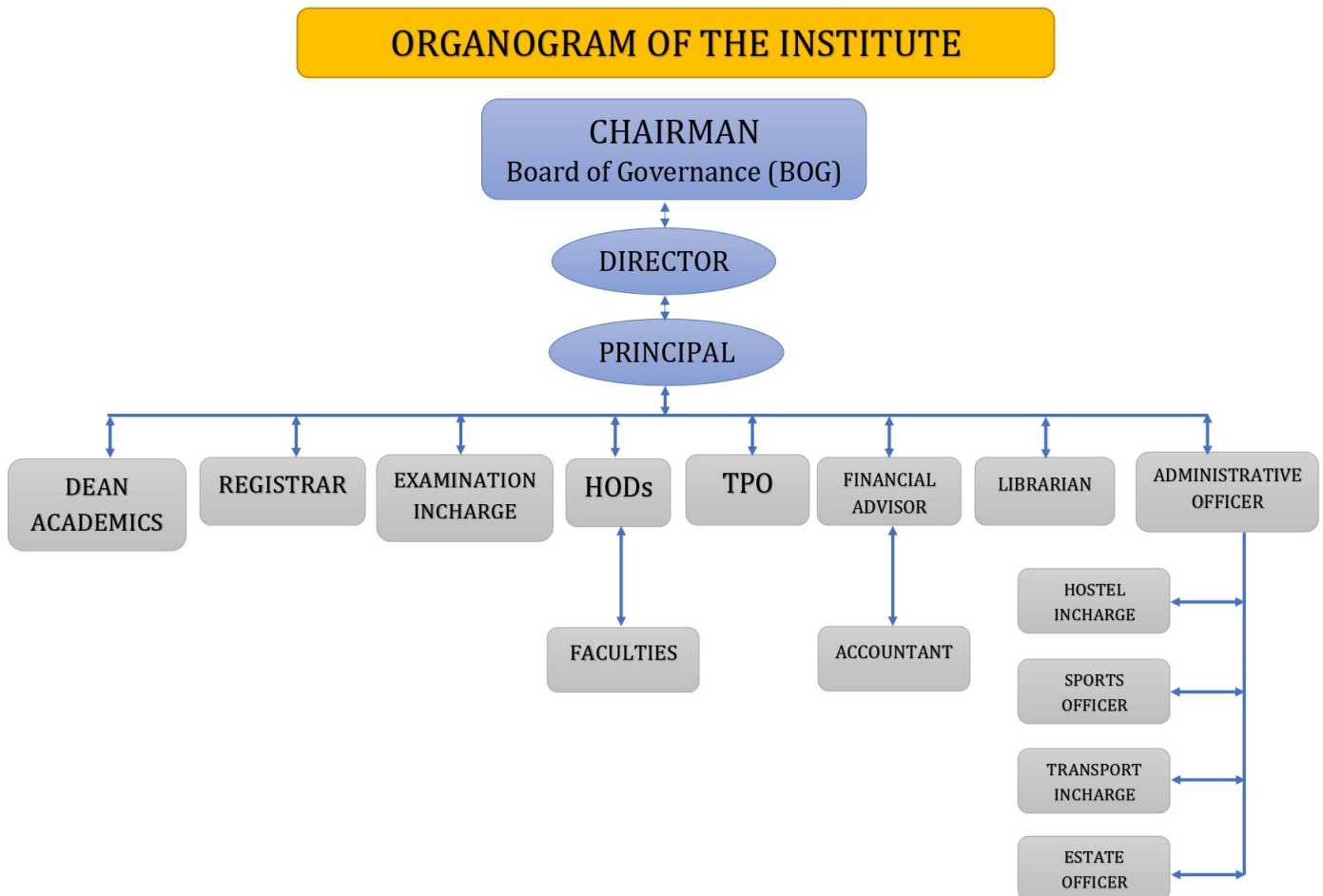


6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:



Board of Governors:

The Board of Governors is the Principal Executive Body of ARYA Institute of Engineering & Technology, Jaipur. It is answerable for heading and control of undertakings of the establishment. The members of governing body are as follows:



Members of Governing Body:

S. No.	Name	Designation
1.	Dr. Arvind Agarwal	Chairman
2.	AICTE RO (North Western Regional)	AICTE Representative
3.	Director of Technical Education, Raj. Govt.	Govt. Representative
4.	Prof. Dharendra Mathur (Nominee of RTU., Kota)	University Representative
5.	Dr. Puja Agarwal	Member Faculty
6.	Dr. Surendra Sharma	Member Secretary
7.	Ms. Komal Chauhan	Social Activist
8.	Er. Jasbir Singh	Industrial Member
9.	CA Ravindra Shah	Chartered Accountant
10.	Er. Manish Mukhija	Member Faculty
11.	Er. Sandeep Jhamb	Member Faculty
12.	Er. Ravindra Maan	Member Faculty
13.	Er. Dhiraj Shrivastava	Member Faculty
14.	Mr. Jitendra Prajapat	Accounts Officer
15.	Mr. Shubham Mahajan	Member Faculty
16.	Dr. Indu Gupta	Member Faculty
17.	Er. Kshitiz Agarwal	Member Faculty

Function and Responsibilities of the BOG:

The functions and responsibilities of BOG of Arya Institute of Engineering & Technology are as follows:

- To review the smooth running of the administrative activities of the institution, discussion and approval of the new program.
- To review the examination results (Internal as well as External) of all programs and their improvement.
- To affirm the up-gradation and support of the Infrastructure of the Institute.
- To review the budget allocation for institute's academic and different purposes and their expenditure.

- To approve the new posts, study leaves and promotes the various faculty development programs.
- To review the Placement activities and drives in and off campus, Collaborations with Industries and R&D programs.
- Reviewing the performance appraisal of faculty and discussing the suggestions given by faculties for improvement of academic and non-academic fields the college.
- To provide support for conducting all Co-curricular and Extra-curricular activities and review the awards and scholarships for students based on their performance in activities.

Function and Responsibilities of the various Institutional Member:

- **Director:** As Head of the Institution, he shall exercise his authority for institution building. He will act as a Competent Authority for all Faculty Members and office staff and be responsible for overall human resource management of their appointment, utilization, retrenchment, termination, disciplinary action. Etc. He will exercise signing powers as Competent Authority.
- **Head of the Departments:** HOD is the program coordinator and implements all the rules and regulations of affiliating university/ AICTE within the department. His responsibility includes preparing a budget, managing resources, coordinate with institutes/industries, reputes for the benefits of faculty and students. He is having special financial empowerment to deal with exigencies in the department.
- **Registrar:** Deals with the implementation of policies of regulating bodies and an affiliating university.
- **Examination In-Charge:** This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential *examination* materials; administering internal assessment etc.
- **TPO Head:** The Training & Placement Head plays a very important and key role in counselling and guiding the students of the university for their successful Career

Placement, which is a crucial interface between the stages of completion of academic program of students and their entry into avenues of suitable employment.

- **Accounts Officer:** The Account Officer looks after the financial resources of the institute.
- **Administrative Manager:** Supervising day-to-day operations of the administrative department and staff members. Hiring, training, and evaluating employees, taking corrective action when necessary. Developing, reviewing, and improving administrative systems, policies, and procedures.
- **Hostel Warden:** The Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the particular hostel.
- **Sports Officers:** Sports officers are tasked with creating and implementing programmes which encourage sports activity across all areas of society.
- **Librarian:** The role of Librarian to plan book acquisition programmes of library and select books for order, especially in the area of technical education.

List of Administrative Bodies:

S. No.	Name of Committee /Activity	Purpose/ Function of committee/ Activity
1.	Internal Quality assurance Cell	An IQAC committee is formed and approved by the governing body to take care of Quality assurance strategies and processes are committed to continually. The IQAC enables the institution to focus on this Mission and never falter from their goal.
2.	Academic Committee	To formulate schemes for students development, training etc. For counseling of a group of students including slow learners implementing schemes for them. Monitor different Quality Initiatives such as academic audits, Faculty Developments schemes, students performance etc.
3.	Research Committee	Analysis project/ research proposal for AICTE. Enhancement of research facilities. Recommends research funding by college.
4.	Placement Cell	The Central T & P Cell plays a very important and key role in counseling and guiding the students of the university for their successful Career Placement, which is a crucial interface between the stages of completion of

		academic program of the students and their entry into avenues of suitable employment.
5.	Career Counseling Cell	Career Guidance Cell. Career Guidance Cell functions in our institution with the objectives of to provide learning/training opportunities in the areas of academic, career and personal/ Social development and to prepare students to meet their future challenges.
6.	Student Advisory Committee	The Student Representatives have the responsibility to students to: be available to listen to student views and concerns, and actively represent them in an objective and accurate manner. Attend scheduled Student Advisory Committee meetings throughout the academic year.
7.	College Website Committee	The website committee is functioning based on “Web Content Management System”. It typically supports management of content of web pages in a collaborative environment. Each department and each committee/cell of the college creates their pages in the college website and update their data.
8.	Discipline Committee	Recommends Installation of more CCTV. Cameras and other measures to maintain the discipline. Responsible for the entry of the students only with I-cards and proper uniforms.
9.	Cultural Committee	Manages all the cultural events from their planning to their execution throughout the year. Prepares database of students interested in various activities. Send owing to the motive of creating an effective decentralization, the principal clearly demarcates the responsibilities assigned and maintain a track of functioning and progress of various committees.
10.	Budget Committee	The committee has been formed to look after the financial needs of the various Departments, of the finances involved during functions and celebrations, for other administrative purposes and for the Infrastructural needs of the college.
11.	Library Committee	The committee looks after the up gradation of the library resources for providing benefits both to the faculty members and to the students. It also gives its recommendations for purchasing of Journals, soft ware’s etc.



12.	Anti Ragging committee	To overview and ensure that there is no ragging on the campus including hostels (inside & outside) and while in transportation of Institute.
13.	Transport Committee	The purpose of the Transportation Committee is to review and provide recommendations to the Board on transportation issues related to governance. The committee acts as a liaison between the Board and the Transportation Department.
14.	Canteen Committee	A canteen committee is responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy. They may also be responsible for specific decisions as specified in the canteen policy, such as authorizing major purchases or authorizing changes in the menu.
15.	Sports Committee	Responsibility of procuring all types of sporting inventory as per requirements. Maintaining the inventory Avail sports stuff to the students on daily basis.
16.	Women Grievance cell	The Women Protection Cell functions with the following purposes; • to make them aware of their rights, • to help them in knowing the importance of good health and nutrition and facilities available for them, • to help them in developing decision making abilities and be self-dependent, • to help them in raising their voice against all kinds of discrimination, • to help them in changing their mind setup, • to assist them in overall development of their personality, and • to help them (community women) in knowing about reproductive health care and child care.
17.	Internal Audit Committee	The audit committee assesses the analysis of important issues and judgments made by management in the financial reports. The effects of accounting and regulatory initiatives on the financial statements are also reviewed by the audit committee.

