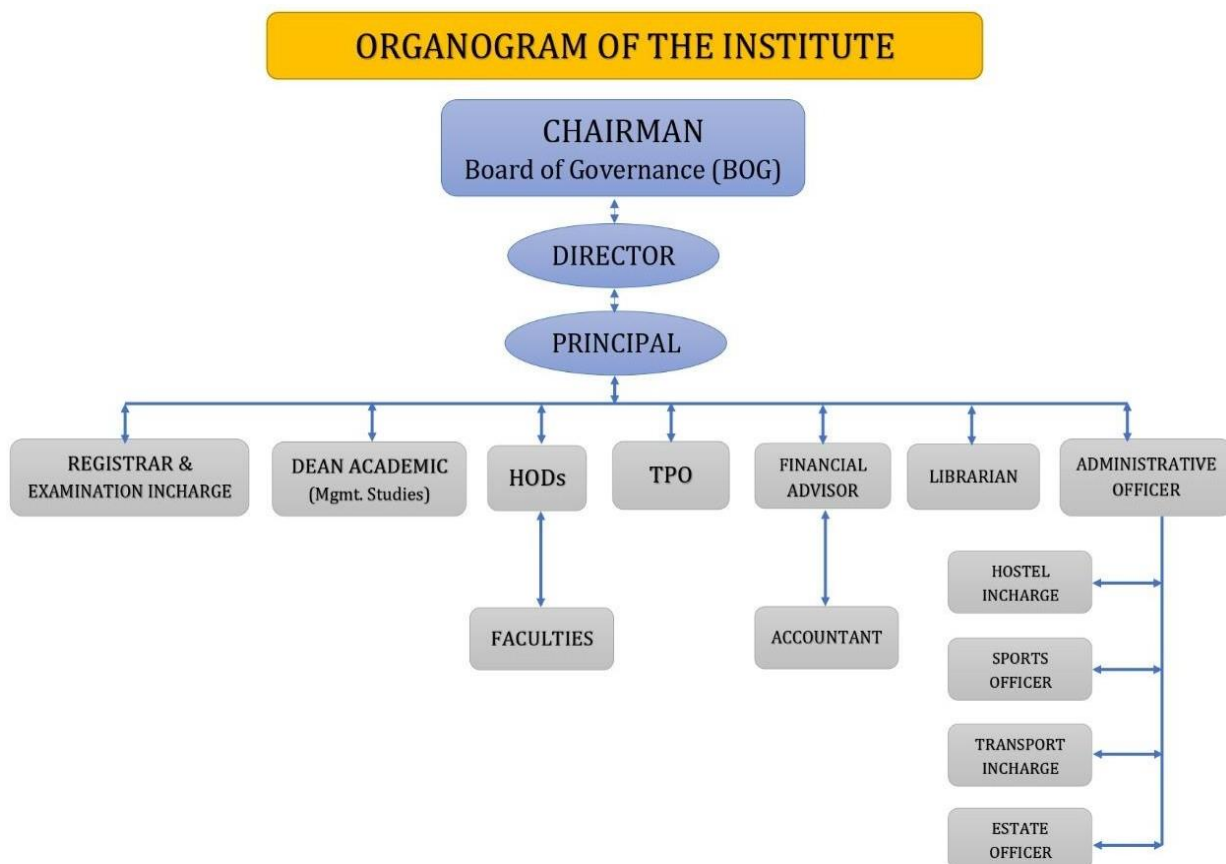


6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

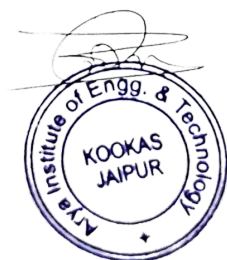
Response:



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:

S. No	Name	Designation
1.	Dr. Arvind Agarwal	Chairman
2.	Dr. Puja Agarwal	Executive Member
3.	Ms. Komal Chauhan	Member-Social Activist
4.	Er. Jasbir Singh	Member Industrialist
5.	CA Ravindra Shah	Member Chartered Accountant
6.	Dr. Surendra Sharma	Member- Faculty



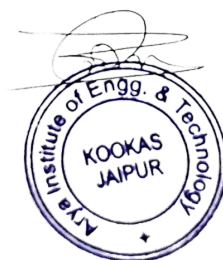


7.	Dr. Indu Gupta	Member- Faculty
8.	Mr. Kshitiz Agarwal	IQAC Coordinator
9.	Mr. Shubham Mahajan	Member- Faculty
10.	Dr. Manish Kumar	Member- Faculty
11.	Mr. Ravindra Maan	Member- Faculty
12.	Regional officer NWRO, AICTE	Nominee Member-AICTE Representative
13.	Director-Technical Education	Nominee Member-State Government
14.	Authorized Representative	Nominee Member-RTU, Kota
15.	Mr. Jitendra Prajapat	Member-Accounts Officer
16.	Dr. Himanshu Arora	Member Secretary

Function and Responsibilities of the BOG:

The functions and responsibilities of BOG of Institute are as follows:

1. To review the smooth running of the administrative setup/ activities of the institution, discussion and approval of the new program.
2. To review work of Governing and other bodies.
3. To review examination results of all programs and their improvement.
4. To affirm the upgradation and support of the Infrastructure of the Institute.
5. To review the budget allocation for institute's academic and different purposes and their expenditure.
6. To approve the new posts, study leaves and promote the various faculty development programs.
7. To review the Placement activities and drives in and off campus, Collaborations with Industries and R&D programs.
8. To review the Service Rules, Recruitments & Procedures.
9. Reviewing the promotional policies including performance appraisal of faculty and discussing the suggestions given by faculties for improvement of academic and non-academic fields the college.



Function and Responsibilities of the various Institutional Member:

- **Principal/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, for the benefits of faculty and students. He is having special financial empowerment to deal with exigencies in the department.
- **Dean Academics (Mgmt. Studies):** Dean academics regulates academic activities of MBA department throughout the semester and ensure conduction of classes, FDP, Workshop, Seminars, Conferences with transparency, accuracy, timebound, efficiency.
- **Registrar /Examination In-Charge:** Deals with the implementation of policies of regulating bodies and an affiliating university. His/Her duties also includes preparing examination time table 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 institute 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.
- **Estate officer:** He/She looks after about the Institutional infrastructure, various maintenance work and related inventory.
- **Financial Advisor / Accounts Officer:** The Financial Advisor/Account Officer looks after the financial resources of the institute.
- **Administrative Officer:** 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.

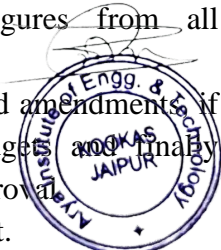
- **Library In-charge:** The role of Librarian to plan book acquisition programmes of library and select books for order, especially in the area of technical education

List of Administrative Bodies:

S. No.	Name of Committee/Activity	Level	Head of Committee	Purpose/ Function of committee/Activity
1.	Internal Quality Assurance Cell	Institute	Principal /Coordinator IQAC	<ol style="list-style-type: none"> 1. The IQAC shall be an integral part of the institute which shall work towards realizing the goals of quality enhancement by developing systems for conscious, consistent and catalytic improvement in different aspects of functioning of the institute. 2. The committee shall take care of Quality assurance strategies and processes bases of feedback report submitted by Academic committee. 3. The IQAC enables the institution to focus on its Mission and never falter from their goal.
2.	Academic Committee	Institute	Principal	<ol style="list-style-type: none"> 1. To ensure & suggest suitable measures for academic excellence of the programs offered by the department. 2. To ensure efficient delivery of the curriculum (syllabus, scheme) for the UG and PG courses offered by the University. 3. To take up any responsibility or function for the benefit of the student. 4. To analyze feedback taken by various stakeholders and also advise to HOD regarding subject's feedback and submit final feedback analysis report to IQAC for further consideration. 5. To assess attainment of course outcome and program outcome after completion of curriculum
3.	Research Committee	Institute	Principal	<ol style="list-style-type: none"> 1. To ensure smooth functioning and effective Management of Research & Innovation activities at the institute. 2. To strengthen industry – institute interaction by promoting consultancy, testing and need based research & innovation activities in the institute. 3. To make proposals for allocation of funds for research activities in the college.

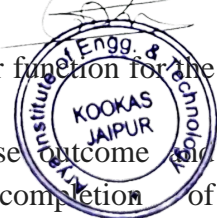


				<ol style="list-style-type: none"> To monitor operational goals within the context of the college research and research training management plans. To evaluate research proposals for research grants. To facilitate peer review of research works and enable their publication in reputed journals.
4.	Industry Institute Interaction Committee	Institute	Training & Placement Officer	<ol style="list-style-type: none"> The Industry Institute Interaction is considered as a key aspect for the development of student knowledge and placements. The committee goes hands-on with the placement department to facilitate placement activities. Industrial visits, Internship Training for the students in various Industries are organized for the students through the committee. Guest Lectures and workshops from Industry experts are arranged to enhance the student knowledge to match with the recent trends in technology.
5.	Career Guidance Cell	Institute	Training & Placement Officer	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.	Discipline Committee	Institute	Administrative Officer	<ol style="list-style-type: none"> Recommends Installation of more CCTV Cameras and other measures to maintain the discipline. <p>Responsible for the entry of the students only with I-cards and proper uniforms.</p>
7.	Extra curricular Committee	Institute	Registrar	<ol style="list-style-type: none"> The Committee shall be responsible for all intra and inter collegiate events in the College. To decide the date, time and agenda of the program and prepare and maintain records of all activities. <p>To arrange the venue and logistics</p>
8.	Budget Committee	Institute	Principal	<ol style="list-style-type: none"> To lay down general policies of management in relation to the budgetary system. To help in the preparation of various functional budgets. To assemble the budget figures from all departments To suggest lines of revision and amendments, if needed, in the submitted budget and finally submitted to BOG for final approval. <p>To formulate the Master Budget.</p>





9.	Library Committee	Institute	Principal	<ol style="list-style-type: none"> 1. To access the requirement of books for all courses being run in college and recommend the purchase of any additional title/volume required. 2. To prepare budget and proposals for the development of the library. 3. To work towards modernization and improvement of Library and documentation Services. To formulate policies and procedures for efficient use of Library resources.
10.	Anti-Ragging committee	Institute	Principal	To overview and ensure that there is no ragging on the campus including hostels (inside & outside) and while in Transportation of Institute.
11.	Sexual harassment committee	Institute	Female HOD	The functions and duties of the WOMEN'S SEXUAL HARASSMENT Committee shall be to ensure smooth control of all WOMEN'S SEXUAL HARASSMENT activities, suggest remedial measures to prevent occurrences and to monitor the same.
12.	Maintenance committee	Institute	Administrative Officer	<ol style="list-style-type: none"> 1. Keeping lab wise stock register by concerned laboratory assistant under the observation of concerned H.O.D, the repair or maintenance work will then start by maintenance in charge. 2. Regular maintenance of laboratory equipment and chemicals are done by laboratory attendant of concerned departments. 3. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by college peon. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updating of software's by computer hardware technician. Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing.
13.	Departmental Advisory Committee	Departmental	HOD	<ol style="list-style-type: none"> 1. To ensure & suggest suitable measures for academic excellence of the programs offered by the department. 2. To ensure efficient delivery of the curriculum (syllabus, scheme) for the UG and PG courses offered by the University. 3. To take up any responsibility or function for the benefit of the student. 4. To assess attainment of course outcome after completion of program outcome after completion of curriculum.





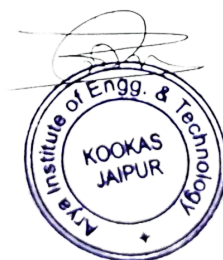
				5. To collect feedback from various stake holders and submit the report to Academic committee.
14	Entrepreneurship Development Cell	Institute	Training & Placement Officer	<ol style="list-style-type: none"> 1. To conduct research work and survey for identifying entrepreneurial opportunities. To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies. 2. To organize guest lectures, TV & Radio talks, Seminars, etc. for promotion and growth of S&T based and execution of their projects, Entrepreneurship. 3. To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes and Faculty Development Programmes through NEN and MSME in the region for the benefit of participating students and entrepreneurs at Arya College-Jaipur. To develop and introduce curriculum on Entrepreneurship Development at various levels including degree/diploma courses of the parent institution and other institutes in the region.
15	Student Development Cell	Institute	Principal	<ol style="list-style-type: none"> 1. Bridging the gap between the academia, Students Skills and the corporate world. 2. Making them to prepare to face all the challenges laid down for competition in the Corporate Industry & to help them emerge as a Complete Professional. Workshops, Webinars and Expert lecture from industries are regularly organized in the department.
16	Recruitment Committee	Institute	Principal	AIET has Recruitment committee which is having selection panel of Subjects Experts, Management Representative & University Nominee (if Available). For recruitment, walk-ins are conducted by giving advertisement is always given in leading Newspaper of Rajasthan.
17	Grievance Redressal Cell	Institute		<p>The cases will be attended promptly on receipt of written grievances from the students.</p> <p>The cell formally will review all cases and will act accordingly as per the Management policy.</p> <p>The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities</p>

Frequency of BOG meeting:

S. No.	Date of BOG meeting	Attendance of members	Remark
1.	17 th Jan, 2022	10/16	<ul style="list-style-type: none"> • To review AQAR report of 2020-21. • To submit NBA SAR after updation in month of January 2022. • To discuss budget of financial year 2022-23. • Regarding Audit of Financial year 2021-22.
2.	20 Aug, 2021	11/16	<ul style="list-style-type: none"> • To review study of the students. • To discuss about fresher day of 2020 Batch. • Utilization of the budget of financial year 2020-21.
3.	23 Feb, 2021	8/13	<ul style="list-style-type: none"> • Discuss Budget of financial year 2021-22. • Approval of sponsorship for attending conference/training. • Regarding audit of the financial year 2020-21.
4.	18 Aug, 2020	9/14	<ul style="list-style-type: none"> • Review online study of the students. • Utilization of the budget of financial year 2019-20. • To discuss about NBA of CSE Department. • To present the proposal about the scholarship to the students on merit cum means basis. • To discuss about the COVID-19 guidelines issued by state Govt.
5.	15 Feb, 2020	8/13	<ul style="list-style-type: none"> • Discuss about the Audit of the accounts for financial year 2019-20 and discuss financial • Budget of financial year 2020-21. • An approval for sponsorship for attending conference/Training. • To apply new course artificial intelligence and machine learning and Reduction in existing EE branch.



6.	17 Oct,2019	8/11	<ul style="list-style-type: none">• Discuss about the NAAC Accreditation awarded to the institute.• Proposal for applying NBA in CSE Department.• Utilization of the Budget for the financial year 2018-19.• Review the study of the students• Discuss report of Celebration of International Day of Yoga-2019.
7.	18 March,2019	7/11	<ul style="list-style-type: none">• To present the Budget for the financial year 2019-20.• Discuss about the Audit of the accounts for financial year 2018-19 and discuss financial• Budget of financial year 2019-20.• Discuss about the NAAC accreditation.• An approval for sponsorship for attending conference/Training.
8.	11 Sep.2018	7/11	<ul style="list-style-type: none">• Review the study of the students• To discuss about the upcoming national level technical fest Shradhanjali-cum-fresher day.• Utilization of Budget of financial year 2017-18.• To present the proposal about the scholarship to the students on merit cum means basis.• Discuss report of Celebration of International Day of Yoga-2018.
9.	6 March 2018	6/10	<ul style="list-style-type: none">• Approval of Sponsorship for attending conference/Training.• To discuss about the Audit of the accounts for financial year 2017-18 and present financial budget of financial year 2017-18.





10.	7 Aug. 2017	6/10	<ul style="list-style-type: none">• Review the study of Students.• National level technical fest Shradhanjali and Fresher day.• Utilization of the budget for the financial year for the year 2016-17.• Discuss report of Celebration of International Day of Yoga-2017.
11.	20 Feb. 2017	6/10	<ul style="list-style-type: none">• To Review the academic performance of the college & Approval for Sponsorship for attending conference & Training.• To discuss about the Audit of the accounts for financial year 2016-17 and discuss financial• Budget of financial year 2017-18.• C Approval of sponsorship for attending conference/training.
12.	3 Oct. 2016	7/10	<ul style="list-style-type: none">• Brief Report of National level Technical Fest Shradhanjali.• Faculty Recruitment.• Proposal about the scholarship to the students on merit cum means basis.• Seats allotted by AICTE under PMKVY Scheme.• Discuss report of Celebration of International Day of Yoga-2016.
13.	14 March 2016	6/10	<ul style="list-style-type: none">• To review academic performance of the college.• To discuss about the Audit of the accounts and discuss financial budget 2016-17.• Installation of the state solar light in the campus.

