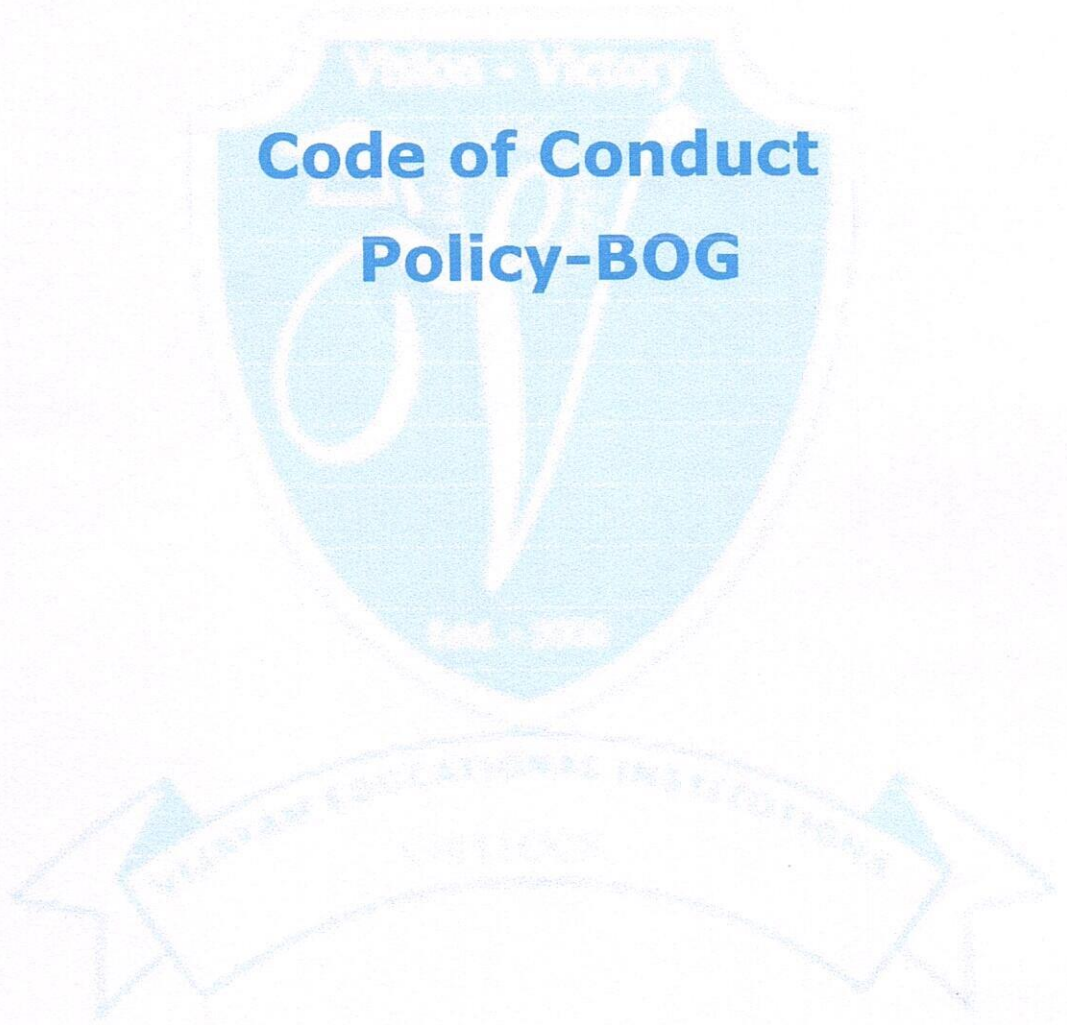


**VIJAYAM SCIENCE AND ARTS DEGREE COLLEGE,  
CHITTOOR.**



**Code of Conduct  
Policy-BOG**

**VIJAYAM SCIENCE AND ARTS DEGREE COLLEGE**  
(Affiliated to SV University, Tirupati)

20-49, Naidu Buildings, Mittoor, Chittoor, A.P  
Phone no: 08572-236328 Fax: 08572-236328  
Website: [www.vijayam.edu.in](http://www.vijayam.edu.in) Email: [vijayam2000@yahoo.com](mailto:vijayam2000@yahoo.com)

## Code of Conduct – Governing Body

### BOARD OF GOVERNORS

#### Need for Good Governance:

Independent and fully empowered Governing Body to:

- ❖ Support a stated vision, mission and objectives.
- ❖ Nurture a stimulating environment and culture to attract talented faculty.
- ❖ Encourage a culture of innovation that improves productivity and support the sustainability and development of the institution.
- ❖ Construct Global, National and Local collaborations with Academic partners, research and industry to realize the vision.
- ❖ Develop a Sound strategy and Continual growth development truck.

#### Scope of Good Governance:

The benefits of Good Governance are demonstrated through:

- ❖ Integrity 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.
- ❖ Flexible and Competent administration.
- ❖ Strong and transparent financial systems, especially regarding procurement and strong external and internal audit.
- ❖ 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 accreditation.
- ❖ Enthralled awareness in institutional outputs, especially increased employability.

#### Genesis of the Institution:

Vijayam Science and Arts Degree College was established with the Vision of "Providing Quality Education for Everyone" with envisaged importance of holistic development of students.

Vijayam Science and Arts Degree College was started in the academic year 2003-04 and soon it became one of the Top Colleges in the state.

**Vision:**

Empower the students through quality education by providing a conducive learning environment and make a transformational impact on students' lives and society.

**Mission:**

- M1: Imbibe required skills, knowledge, and attitude to the students to enable them to succeed in life
- M2: Provide quality and affordable education to all segments of the society
- M3: Create a conducive learning environment, which is enjoyable and rewarding
- M4: Contribute to solve local and global societal problems by inculcating moral, spiritual, and social values among students

**Goal:**

The college is committed to making meaningful value addition to the large interests of society with clear focus on the need aspirations of each individual.

**Quality Policy:**

Vijayam Science and Arts Degree College is committed to provide quality education to the students enabling them to excel in the fields of science, Management and Arts to cater to the changing and challenging needs of the society and industry.

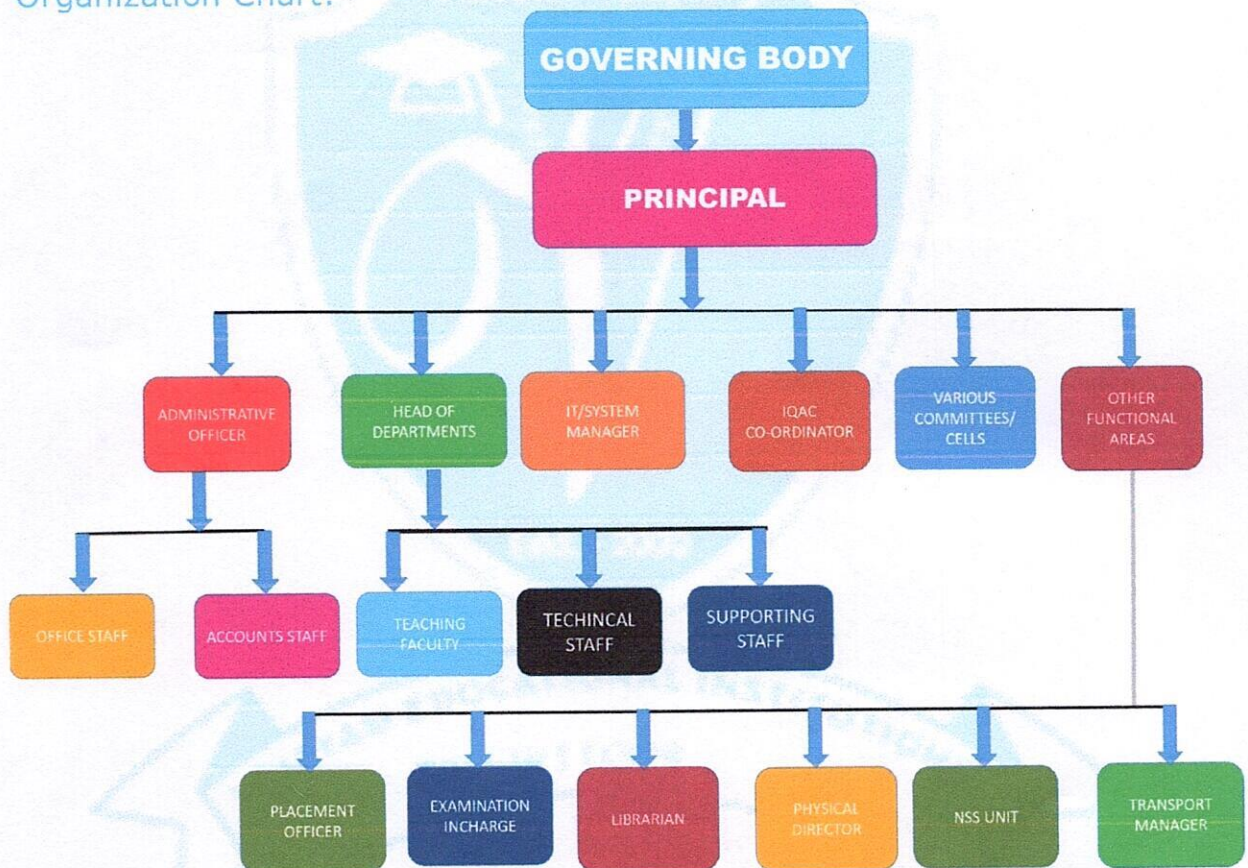
### Approval:

The Programs run by the institution are approved by Andhra Pradesh State Council for Higher Education (APSCHE) guidelines.

### Affiliation:

The institution is affiliated to Sri Venkateswara University, Tirupati.

### Organization Chart:



- The Board of Governors 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 education.
- The Board of Governors of the college has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines
- The main objective of the Board of Governors (BOG) is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.

## THE PRIMARY ACCOUNTABILITY

The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

- **TO APPROVE THE MISSION AND STRATEGIC VISION OF THE INSTITUTION**

- The prime duty of the BOG 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 BOG should be supported by various other committees in aspects like operational planning of strategic issues to meet the meet the vision and mission statements in true sense. The

Institutional Development Committee ensures the implementation of the BOG suggestions.

- The strategic plan may be reviewed once in Three years.

**TO ENSURE THE ESTABLISHMENT AND MONITORING OF PROPER, EFFECTIVE AND EFFICIENT SYSTEMS OF CONTROL AND ACCOUNTABILITY**

The Board of Governors 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, studentships, medals, prizes and certificates on the recommendations of the respective committees/head of the institution.
- 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 Board of Governors 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 Board of Governors shall ensure that

- The Head of the institution implements the decisions of BOG 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 examine 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 Board of Governors.

- **TO PROMOTE 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 Board of Governors shall advise the institute from time to time in respect of the following:

- 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 Development.

- **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

- The BOG has been constituted in accordance with the guidelines of the UGC. As per the guidelines, as and when required, independent members may be co-opted into the BOG 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 regularly reviews, having regard to the authority conferred by the instruments of governance.

  
**Principal**  
**PRINCIPAL**  
VIJAYAM SCIENCE & ARTS  
DEGREE COLLEGE  
Chittoor.