



# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

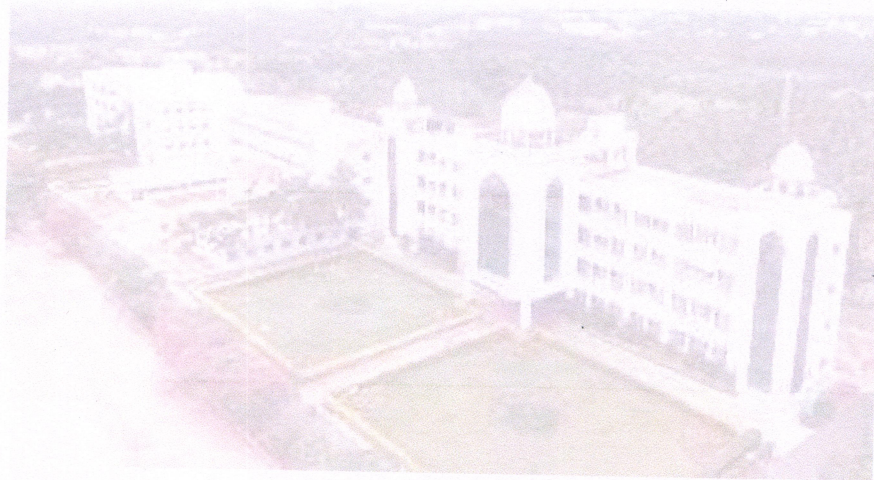
Periyanaikanpalayam, Coimbatore – 641020

[www.uit.ac.in](http://www.uit.ac.in)



## GOVERNANCE GUIDELINES

## POLICY DOCUMENT







Learn Research  
Innovate

# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
(Accredited by NAAC)

Periyanaickenpalayam, Coimbatore – 641020

[www.uit.ac.in](http://www.uit.ac.in)



Name of the policy	Governance Guidelines	Policy Number	U202002
Prepared by	Dr.D.Gokila	Date of Submission	01.07.2020
Reviewed by	Dr.S.Ramkumar, Principal, UIT	Revised Date (if any)	02.07.2020
Approved by	Mr.S.Shanmugam, Chairman, UIT Educational Trust	Date of Approval	02.07.2020
To whom the policy is applicable	Staffs of UIT	Version Number	2

S.No.	Name of the Authority	Designation	Signature
1	Dr.D.Gokila	ASP/ECE	
2	Dr.S.Ramkumar	Principal, UIT	
3	Thiru.S.Shanmugam	Chairman, UIT Educational Trust	



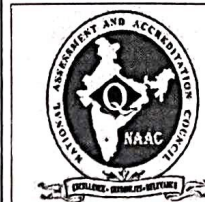
# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

www.uit.ac.in



## 1. INTRODUCTION

The guidelines published in this document are for the Governance of United Institute of Technology, Periyanaickenpalayam, Coimbatore- 641020. The document is framed based on

- a. The AICTE, New Delhi, India guidelines for affiliated college
- b. The University Grants Commission, New Delhi, India guidelines for affiliated colleges.
- c. Anna University rules and regulation for affiliated colleges
- d. United Educational Trust –Rules and Regulations
- e. TEQIP Good Practice Guide for Governing Council
- f. Previous Governance Guidelines Document – version 1
- g. Best Practices in the institution.

This Governance Guidelines Document has been prepared to ensure an efficient governance at all levels to the fulfillment of stakeholders. This document provides core principles of good governance and also leads to effective utilization of resources available in the institute. The guidelines will lead to transparency and accountability in the administration and enhance the quality of education. The expected benefits due to implementation of governance are:

- To ensure transparency at all levels of academic and administration process
- To follow integrity in appointments at all levels
- To build up the Industry-Institute interaction
- To comply with rules and regulations
- To establish strong and capable financial processes through audit.
- To involve all the stake holders at various levels as deemed fit To institute governance
- To achieve optimum utilization of resources such as infrastructure, man power for optimized output
- To ascertain processes in risk management.
- To meet the requirements of accreditations
- To ensure the quality education through best teaching-learning process
- To set up centers of excellence in research and consultancy.
- To set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self appraisal of staff.
- To strengthen the existing good practices

The document provides information of the institute along with its organization structure, functions, and responsibilities of statutory bodies namely Governing Council, Academic Council, BOS and Finance Committee as per the UGC guidelines. In addition, it outlines the various functionaries in the academics and administration formed for the smooth and effective functioning of the institution.





# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

www.uit.ac.in



## 2. PREAMBLE

The authorities to interpret, clarify, modify and to amend

- a) The regulations stated herein shall be called the United Institute of Technology “**Governance Guidelines Document**”.
- b) The Governing Body shall have the authority to modify, amend and repeal any of these regulations.

## DEFINITIONS

In this document, unless there is anything repugnant to the subject or context

- a) “**College**” means United Institute of Technology (UIT), Periyanaickenpalayam, Coimbatore, Tamilnadu.
- b) “**Student**” means a candidate who has taken admission into B.E/M.E course of this college as per the guidelines stipulated from time to time by the affiliating university, Anna University, Chennai.
- c) “**Government**” means the Government of Tamilnadu.
- d) “**Governing Council**” means the members of Governing Body constituted as per the guidelines of UGC.
- e) “**Academic Council**” means the Academic council of Anna University as UIT affiliated to Anna University, Chennai.
- f) “**Board of Studies**” means Board of Studies of Anna University as UIT affiliated to Anna University, Chennai.
- g) “**Finance Committee**” means the committee framed in the Institution constituted as per the guidelines of UGC
- h) “**Chairman**” means chairman of the Governing Council of United Institute of Technology, Coimbatore.
- i) “**Executive Director**” means the Executive Director of United Institute of Technology, Coimbatore.
- j) “**Principal**” means the Head of the institution
- k) “**Chief Superintendent**” means the Controller of Examinations of the College
- l) “**Head of the Department**” means the Head of Department in any course of the College.
- m) “**Faculty member**” means the teacher (Assistant/Associate/Professor) working on regular basis in any of the Academic Departments of the College.





Learn Research  
Innovate

# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

[www.uit.ac.in](http://www.uit.ac.in)



### 3. ABOUT THE INSTITUTIONS

Established in the year 2009 by Thiru.S.Shanmugam, Educationalist, United Educational Trust along with Mr. Mahalingam R, Director & CEO of Netcon Technologies India Pvt Ltd with a vision to transform students from rural and backward areas to finest engineers of tomorrow. UIT has been run by the members of Board of Governing council which includes Dr. Ca Kailash Kumar Jain, Executive Director, S. Mythili, Co-Chairman, Mr. Arun Karthik, Trustee Rtn M D Trishla Kailash, Trustee and by a few eminent people from different walks of life. UIT represents a rich tradition of excellence in technology based education in a stimulating environment. From a modest beginning with Four undergraduate programs, viz., B.E. Degree programs in Mechanical and Electrical and Electronics, Electronics & Communication Engineering, it has now grown into a mighty centre of learning with excellent infrastructure, offering five undergraduate programs, viz., B.E. in Electronics & Communication Engineering, Computer Science & Engineering, Artificial Intelligence and Data Science, Robotics and Automation and Computer Science Engineering – Cyber Security (\*Awaiting for Approval).

It is recognized by AICTE and affiliated to Anna University, Chennai. The college was conferred Accreditation status by the NAAC for a period of five years from 2016 to 2021.

The Center for Training and Placement Cell at United Institute of Technology provides soft skills and career-related support to its students. The educational experience at the college enriched by motivating the students in co-curricular and extra-curricular activities to fulfill the industrial, cultural and emotional needs of students. The human moral values are incorporated into psyche of a student at the college by arranging additional motivational programs.



# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

[www.uit.ac.in](http://www.uit.ac.in)



## 4. VISION, MISSION AND QUALITY POLICY

### THE VISION

Empowering students with competitive aspects of Engineering and Technology through innovative teaching-learning, applied research, nurturing their career with entrepreneurial prospects and thereby molding them to become good citizens with human values.

### THE MISSION

- To inculcate students with knowledge in cutting edge technologies through innovative teaching-learning processes.
- To impart skills focusing on applied research-oriented learning.
- To build engineers specialized in technical skills and entrepreneurial skills.
- To develop great citizens with moral values confronting worldwide challenges

### QUALITY POLICY

Highly committed in providing quality, concurrent technical education and continuously striving to meet expectation of stake holder.

UIT has committed to developing and advancing the college as an institution of higher learning by offering quality education through excellent infrastructure, quality teaching learning process and congenial ambience.

A good exposure to the students will be offered through enhanced industry- institution interaction, MOUs, expert lecturers, entrepreneurship, research and consultancy.





Learn Research  
Innovate

# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

[www.uit.ac.in](http://www.uit.ac.in)



## 5. GOALS OF THE COLLEGE

### Short Term Goals:

1. Academic excellence by achieving by 100% passes in examinations.
2. Encouraging students' participation in co-curricular and extracurricular activities.
3. Honing life skills of the students.
4. To conduct add-on courses relevant to Industry.
5. Promoting students to gain more experiential learning.
6. Linking with Industries through appropriate MoU's for Internship, Placement, and Industrial visit and so on.
7. Achieving good placement record among eligible students.
8. Promote faculty members for Publications and Patents.
9. Maintaining green Environment with audit certification
10. Performing Energy audit with audit certification
11. Fetching funds from the Management that will contribute funding for eligible internal Projects.
12. Promote more extension activities with neighborhood community through NSS and collaborators.
13. Installing Incubation centers towards Department/Technology wise with appropriate hardware/software facility for training and developments.
14. Create infrastructure to receive and address the grievance appropriately.
15. The institution should be provided with appropriate ICT facility to improve teaching learning process.

### Long Term Goals:

1. To attain the status of Center of Excellence in Technical Education and Research.
2. Ensuring good governance.
3. Ensuring student and faculty development and participation.
4. Getting Accreditations from statutory bodies and make the Institution to be eligible for applying Autonomy.
5. Initiating eligible department to apply for NBA Accreditation.
6. Departments should attain permanent affiliation.
7. Incorporating Industries within the academic campus to promote larger activities under the banner of EDC.
8. Number of academic department to be increased as per the trend.



# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

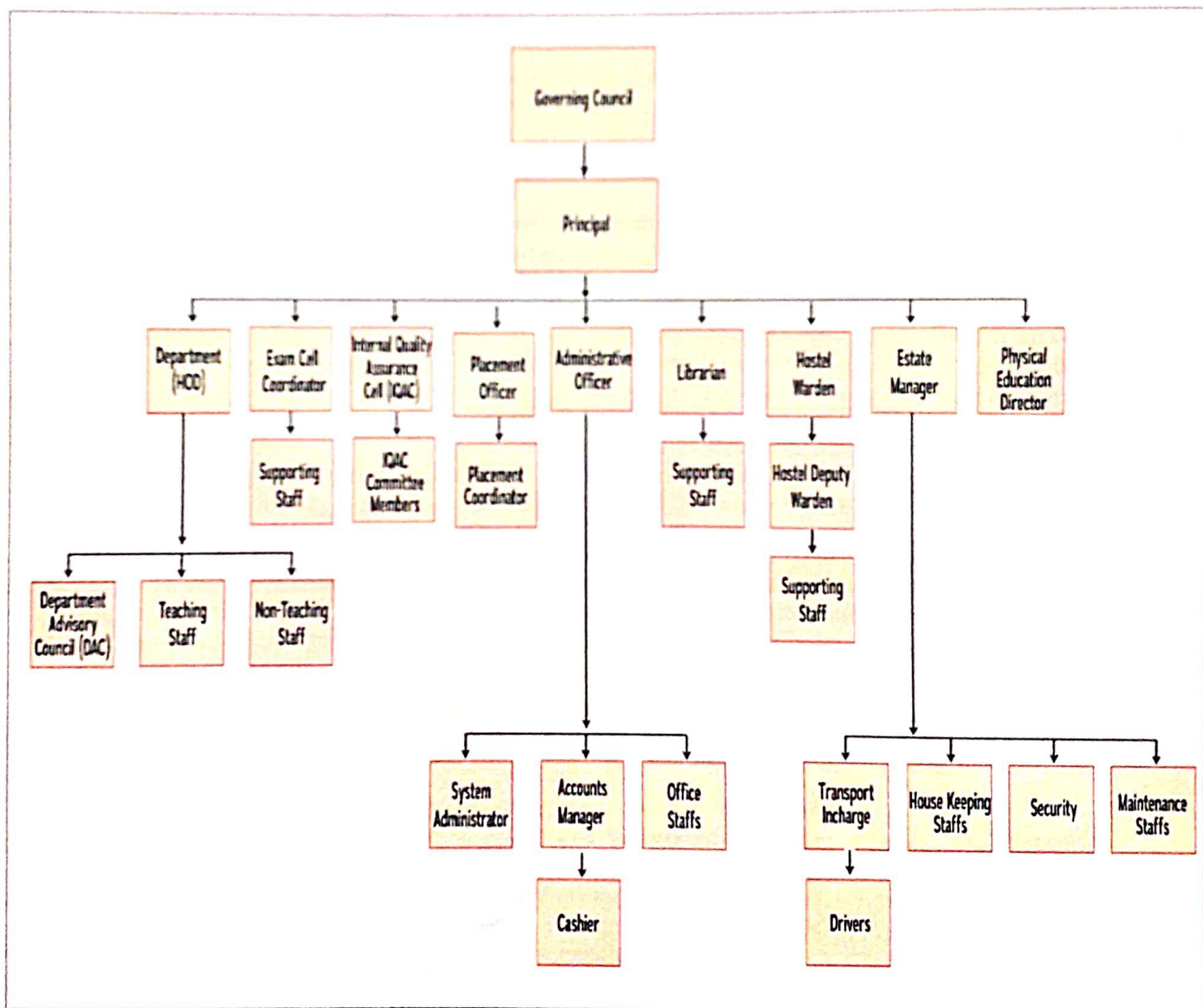
Periyanaikanpalayam, Coimbatore – 641020

www.uit.ac.in



9. Ensuring Social engagement and Community service at large.
10. Increasing the number of Doctorates in the departments.
11. Extending Physical infrastructure, laboratories and other facilities.
12. Promote faculty and students to register and certify NPTEL Programs at large.

## 6. ORGANIZATIONAL STRUCTURE







# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

[www.uit.ac.in](http://www.uit.ac.in)



## 7. GOVERNANCE OF THE COLLEGE

The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC:

1. Governing Council
2. Academic Council (As UIT affiliated by Anna University, they provide directions and guidelines)
3. Board of Studies (As UIT affiliated by Anna University, they provide directions and guidelines)
4. Finance Committee

## 8. GOVERNING COUNCIL

Governing Council of the college has been constituted as per the norms of University Grant Commission, which is the regulatory body for approving colleges in India. Its main function is to ensure that stakeholders, including students, faculty and institutional management, as well as those from the wider society, have full confidence and trust in our institution - and that all those who have governance responsibilities and accountabilities, both within and Outside institutions, carry these out effectively. As per the rules and regulations Governing UIT Educational Trust, the Chairman of the Society shall be the Chairman of the Governing Council of UIT and will be one of the five members representing the on the Governing Council of the college.

The Governing Council is the highest body that monitors the progress and provide guidelines for the growth and overall development of the institution. It always aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

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

The Governing Council 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
- To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability
- To monitor institutional performance and quality assurance arrangements
- To put in place suitable arrangements for monitoring the performance of managerial and administrative positions
- Openness and transparency in the operation of governing bodies

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.



Learn Research  
Innovate

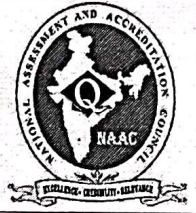
# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

www.uit.ac.in



The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution.

## Composition of Governing Council

The Governing Council is constituted as per the Guidelines of the UGC.

Number	Category	Nature	Period
1 Chairman	Educationist	Chairman	As per the rules and regulations of UIT
4 members	management	Nominated by the UIT Educational Trust	
1 member	Educationist or industrialist	Nominated by UIT Educational Trust	UIT Educational Trust
1 member	State government nominee	Nominated by the State Government, Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education	As per State Government
1 member	University nominee	Nominated by the university	As per the University
1 member	AICTE nominee	Nominated by the AICTE	As per AICTE
1 member	Principal of college	Member Secretary	
2 members	Teachers of the college	Nominated by the Principal based on seniority.	UIT Educational Trust

## 9. ACADEMIC COUNCIL

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations, syllabi, etc. As UIT affiliated to Anna University, Chennai, it follows all the amendments made time to time by the University.





# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

www.uit.ac.in



## 10. BOARD OF STUDIES

The Board of Studies is the basic constituent of the academic system of the college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system etc. As UIT affiliated to Anna University, Chennai, it follows all the amendments made time to time by the University.

## 11. FINANCE COMMITTEE

The Finance Committee will advise the Governing Council on financial matters. It shall prepare income and expenditure statements of the college for fixation of tuition and others fees of the college. The Finance Committee will be an advisory body to the Governing Council. The term of the nominated members shall be two years or may be extended based on chairman decision.

Finance committee monitors the finance related matters and have following functions

- Budget estimates relating to income from fees and other sources.
- To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.
- To plan proper utilization of resources and funds
- To prepare a detailed plan of expenditure for day-to-day running of the Institution
- Receiving and approving annual accounts (Internal and External audited financial statements) and periodically monitor the capital and operating expenses to ensure that the finances of the institution is managed as per the approved plan and to approve genuine variations, if any.
- To sanction all the expenditure to procure major equipment as advised by the Governing Body
- To sanction expenditures for constructing new buildings after getting approval from the Governing Body
- Recommendation of appointment and releasing salary for all Teaching Non-Teaching and Administrative staffs in time

The following is the composition of the Finance Committee

S. No.	Category	Status
1	The principal	Chairman
2	Finance Office of the college	Member
3	One person to be nominated by the Governing Body of the college	Member
4	One senior-most teacher of the college to be nominated in rotation by the principal for two years	Member
5	To be nominated, if required	Member
6	To be nominated, if required	Member



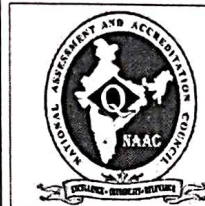
# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

[www.uit.ac.in](http://www.uit.ac.in)



## 12. FUNCTIONS OF HEAD OF THE INSTITUTION

The principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Governing Council, the highest decision making body of the college. He shall achieve coordination among various committees and Heads of the Department.

He is the Secretary member of Governing Council, Chairman of Finance committee and also Chief Superintendent of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Coordinators, members and other administration functionaries in various committees.

The Principal conducts academic meetings and take important decisions in consult with Head of the Departments. He, along with all the staff working under him, is singularly and collectively responsible to the Governing Council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

Some of the functions of Principal on Academic and Administrative activities are

- Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
- Principal shall also ensure quality assurance and he should be assisted by Coordinator, IQAC.
- Arrange performance appraisal of faculty and supporting staff.
- Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

## 13. FUNCTION OF HEAD OF THE DEPARTMENT

- In charge of overall Academic and administrative management of the department
- Monitoring Teaching, Learning and research guidance of the students
- Students counseling, grievance Redressal, mentoring and interaction Administration both at Departmental and institutional levels
- Ensure Student and stakeholders satisfaction.
- Getting feedback from the students and taking corrective follow up actions.





Learn Research  
Innovate

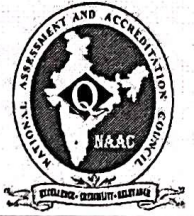
# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC)

Periyanaikanpalayam, Coimbatore – 641020

www.uit.ac.in



## 14. ROLES AND RESPONSIBILITIES OF FACULTIES

- Teaching
- Developing Learning Resource Material & Laboratory Development.
- Students Assessment & Evaluation including examination work of University.
- Co-curricular and extracurricular activities / student welfare activities.
- Student Guidance & Counselling.
- Helping the student in personal, ethical, moral and overall character development.
- Continuing Education Activities.
- Self development through upgrading qualification, experience & professional activities.
- Providing Industry sponsored projects and Industry – Intuition Interaction.
- Promotional activities both at Departmental and institutional level.
- Research activities and research guidance.
- Assisting in conduct of and organising seminars/workshops/guest lecturers etc.
- Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab In charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
- Assisting in departmental administration.
- Involvement in departmental / institutional developmental activities.
- Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a mentor.
- Attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic development of the institute.

## 15. INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell (IQAC) is responsible for overseeing the activities of various departments to review and improve the quality of teaching and learning processes.

Every semester Audit committee of the IQAC visits the departments to verify the teaching methodology, lesson plan, work done statement, CIE question papers and attendance register periodically and academic audit is done by the IQAC committee to evaluate the teaching learning process and to give feedback/suggestions. Also it takes more initiatives through academic review meetings, quality improvement programs, Industry-Interaction programs, etc., to ensure the academic quality.

  
PRINCIPAL

Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20

  
CHAIRMAN

S. SHANMUGAM, B.E., M.S., MISTE.,  
CHAIRMAN  
UNITED INSTITUTE OF TECHNOLOGY  
COIMBATORE - 641 020