



KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE
GOVERNING BODY

GOVERNING BODY

A group of leaders from industry and academia constitute the Governing Body. The body meets four times a year to discuss various issues and aspects related to the development of the college. Major decisions on considering and approving the college's strategic plans to achieve the goals of the college.

Functions and Responsibilities:

The Governing Council shall have powers to function subject to the existing provision in the bye-laws of FAROOK EDUCATIONAL SOCIETY and rules laid down by the state government / affiliated university.

The following are the functions of the Governing body:

- Evolves the Vision, Mission, and Objectives of the college and ensures that they are achieved
- Ensures total Academic and Administrative Autonomy for achieving short-term and long-term objectives of the Institute.
- GB makes all policy decisions regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, and conduct of staff and student's academic and non-academic activities, also ensures that they are periodically updated
- Approves the curriculum as recommended by the Academic Committee.
- Approves new programs of study leading to degree.
- Approves scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Committee and ensures the adequacy of financial resources for asset management

- All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned.
- It administers the physical resources of the college.
- Reviews the college performance and guides to effectively Achieve Excellence in Academics, Research, and Industry collaborations.
- Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HOD, and other Officers of the college in all matters of fundamental concern.
- Ratifies and resolves the minutes of the Academic Committee, Board of Studies, Finance Committee and IQAC
- Reviews to apply Accreditations of different regulatory bodies (NAAC, UGC, etc.)
- Monitors the effective functioning of different college-level non-statutory committees of the college
- Encourages and gives directions to apply for funds from different funding agencies

STANDARD OPERATING PROCEDURE (SOP) FOR GOVERNING BODY

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Governing Body of Kottakkal Farook Arts and Science College. The Governing Body is responsible for making strategic decisions and ensuring the overall development and success of the college.

2. Scope

This SOP applies to all members of the Governing Body and covers the following areas:

- Vision, mission, and objective setting
- Academic and administrative autonomy
- Policy decisions and curriculum approval
- Financial management and resource allocation
- Regulatory compliance and accreditation
- Monitoring and review of college performance

3. Definitions

Governing Body: A group of leaders from industry and academia responsible for making strategic decisions and ensuring the overall development of the college.

Academic Committee: A committee responsible for academic matters, including curriculum approval and student-related issues.

Finance Committee: A committee responsible for financial matters, including budgeting and financial management.

IQAC: Internal Quality Assurance Cell responsible for quality assurance and enhancement in the college.

4. Responsibilities

Governing Body Chair: Lead the Governing Body meetings, ensure compliance with policies, and oversee the implementation of decisions.

Governing Body Members: Participate in meetings, provide input on strategic decisions, and ensure alignment with the college's vision and mission.

Administrative Staff: Support the implementation of Governing Body decisions and provide necessary documentation and reports.

5. Procedures

5.1 Meetings

The Governing Body will meet four times a year to discuss various issues and aspects related to the development of the college.

The Chair will prepare and distribute the agenda at least one week before the meeting.

Minutes of the meeting will be recorded and circulated to all members within two weeks.

5.2 Vision, Mission, and Objectives

Evolve the Vision, Mission, and Objectives of the college and ensure that they are achieved.

Ensure total Academic and Administrative Autonomy for achieving short-term and long-term objectives of the Institute.

5.3 Policy Decisions and Curriculum Approval

Make all policy decisions regarding courses offered, recruitment of staff, service conditions, and conduct of academic and non-academic activities.

Approve the curriculum as recommended by the Academic Committee.

Approve new programs of study leading to degrees.

5.4 Financial Management and Resource Allocation

Approve scholarships, fellowships, studentships, medals, prizes, and certificates.

Ensure the adequacy of financial resources for asset management.

5.5 Regulatory Compliance and Accreditation

Ensure regulatory compliance of all decisions by the concerned authorities.

Review and apply for accreditations from different regulatory bodies.

5.6 Monitoring and Review

Administer the physical resources of the college.

Review the college's performance and guide to achieve excellence in academics, research, and industry collaborations.

Monitor the effective functioning of college-level non-statutory committees.

5.7 Funding and Grants

Encourage and give directions to apply for funds from different funding agencies.

Ensure proper utilization of funds and compliance with funding agency guidelines.

6. Documentation and Reporting

Maintain records of all Governing Body meetings, decisions, and actions.

Document all strategic decisions, policies, and guidelines.

Submit quarterly and annual reports to the Principal and the Governing Body members on the status of college development and performance.

7. Review and Revision

This SOP will be reviewed annually by the Governing Body.

Any changes or updates will be documented and approved by the Governing Body before implementation.

8. Approval

This SOP is approved by the Governing Body and is effective from [Date].

Governing Body Chair's Signature:

Date:

9. Distribution

This SOP will be distributed to all Governing Body members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.