



Bapuji Educational Association®
Bapuji Institute of Engineering and Technology

Post Box No.: 325, Davanagere – 577 004, Karnataka, India
(Affiliated to Visvesvaraya Technological University and Approved by AICTE, New Delhi)
Accredited by NAAC with 'A' grade and NBA
Recognized by UGC, New Delhi under 2(f) and 12(B)

ಬಾಪುಜಿ ಇಂಜಿನಿಯರಿಂಗ್ ಮತ್ತು ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯ, ದಾವಣಗೆರೆ -577 004

| Criterion | 6 | Governance, Leadership and Management |
|------------|-------|---|
| Metric No. | 6.2.1 | <i>The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/perspective/development plan etc</i> |

BIET maintains an organization structure in which BEA is the supreme authority. Principal and Director of the institute has the highest academic/administrative authority and responsible for the overall development of the institution. Principal and Director of the Institute guide the administrative staff and the academic / Administrative committees in decision making.

Governing Body:

The Governing body as per the Constitution of the Institute has representation from the trust, state government, industrialist/educationalist and affiliating body like AICTE/DTE/ university. The Principal of the institution is the member-secretary of the Governing body. Based on the vision and mission, GB has framed the quality policies driven by needs of the society, stake holders, industries, to bridge the gap in curriculum through infrastructure and conducive learning environment.

Administrative Set Up:

The Secretary of BEA, Chairman of BIET, Director and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day-to-day running of the college and vets all financial aspects before the GB which endorses the same. The team of Deans, Departmental Heads, and IQAC Coordinator, Conveners of various committees, Campus engineer and manager assist the principal in discharging the institute work.

The Functions of Various Committees:

Various committees takes important decisions regarding finance, in building construction, renovation and maintenance, purchase of equipment's/machineries, recruitment, establishment of new programs, extension of additional facilities etc.

The functions of various committees and the bodies are uploaded and available in college website.



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Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information

Service Rules, Procedures, Recruitment and Promotion Policies:

- Since from the inception, the Institute is following the AICTE/VTU, Karnataka State Civil Service Rules (KCSR) norms and standards for the administrative purpose. Based on the said statutory bodies, the Bapuji Educational Association (BEA) has published book of service rules, procedures, recruitment and promotional and other policies for the institutions and are followed by the Institute.
- Recruitment is done in a transparent manner purely on the basis of merit, after notifying the vacancies in the leading newspapers.
- Recruitment of faculty and staff for regular appointment is done by the staff selection committee constituted comprising of the subject experts, the management representative and the Principal.
- The Service Rules, Procedures, Recruitment and Promotion Policies are published in the form of book by the management. BEA service rules are disseminated in the college website, www.bietdvg.edu.

At beginning of every academic year, Principal holds a meeting with Deans Program Coordinator to discuss on the Quality Academic Policy. Different committees are constituted/modified to discharge the academic activities. Periodically the progresses on implementation are reviewed and shortcomings if any are rectified.

Supporting Documents / Additional Information:

| Sl. No. | Description | Link for the Document |
|---------|--|-------------------------------|
| 1 | Roles and Responsibilities of Principal and Director | View Document |
| 2 | Service Rules | View Document |
| 3 | Strategic plan | View Document |