



SHRI MOTI SMRITI INSTITUTE OF TECHNOLOGY

Affiliated to Board of Technical Education U.P. & Approved by AICTE, New Delhi

Adalpur Taj, Kailsa Road Amroha (U.P.)- 244221

Mob: 9756518576 , 8192886476 , E-mail : smsit2015@gmail.com

Ref No.....

Dated:.....

1. Board of Governors (BOG)

Functions

- Adopt the fees and other charges payable by the students of the college as fixed by the Government/ University from time to time.
- Accept endowments, institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendation of the academic council.
- Approve the institution of new programmes of study in the College with the concurrence of the University leading to degrees/ or diplomas.
- Lay down service conditions, emoluments as per the council norms, traveling allowances for teaching and non-teaching staff in the college, consistent with the University statutes/ ordinances/ regulations/ rules and State Government provisions.
- Lay down procedure for selection/ recruitment of teaching, non-teaching staff and to appoint the same in the college, consistent with University/ Council statutes/ ordinances/ regulations/ rules and State Government provisions.
- Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/ procedure laid down in this regard.
- Invest in (any money belonging to College) approved securities, as it shall from time to time, think fit or in the purchase of immovable property.
- Transfer or accept transfer of any movable or immovable property of the College.
- Entertain, adjudicate upon and if thought fit, constitute a committee to advise and/ or to recommend Redressal of the grievances of the members of the staff of the College.
- Delegate administrative and financial powers to the Director and other functionaries in the College for smooth functioning.
- Approve the Annual Report of the College, and perform such other functions and constitute committees as may be necessary and deemed fit for the proper development and fulfill objectives for which the College was established.
- BOG shall plan of actions to be taken to achieve the Mission and Goals of the Institution.
- BOG shall have all supervisory powers over all of the activities of the Institution.
- BOG shall sanction all sorts of budgets of the Institutions.
- BOG shall appoint an Auditor, who is registered Chartered Account and who is included in the approved list of such registered Chartered Accountants.
- BOG shall constitute various committees and cells for smooth functioning and development of the Institution.
- BOG shall strive hard to attract and maintain the highly qualified faculty.
- BOG shall ensure the availability of the resources for the development of infrastructure and other facilities of the Institution initially to meet and subsequently to exceed the AICTE Norms and Standards for the Engineering and Technology Institutes.
- BOG shall frame a strategy for the overall development of the staff such as Quality Improvement Programmes, deputation of the staff for workshops and seminars, motivating the staff by the way of awards, incentives, take disciplinary actions on the

employees etc.

Term of the members:

Five years for Management members, two years for Educationalist/ Industrialist, Teachers nominee. AICTE Government nominee's term will be as per their letter and for the UGC nominee, term will be a full six years. Whenever a vacancy arises, the Chairperson of the BOG can appoint a new member.

Frequency of Meeting:

The member secretary shall, with the approval of the Chairman convene the meeting of the BOG at least twice a year and such other occasions as may be necessary. The member secretary shall, with the approval of the Chairman prepare the agenda for the meeting. Quorum for the meeting shall be seven members. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

Frequency of meetings: At least 2 per year.

Composition of BOG:

Sr. No.	Name	Designation	Position
1	Mr. Rajkumar Arun (Shri Moti Smriti Shiksha Evam Welfare Society)	Educationist	Chairman
2	Mrs. Poonam Arun (Shri Moti Smriti Shiksha Evam Welfare Society)	Social Worker	Manager
3	Mr. Saurabh Arun(Shri Moti Smriti Shiksha Evam Welfare Society)	Educationist	Member
4	Miss. Surbhi Arun(Shri Moti Smriti Shiksha Evam Welfare Society)	Educationist	Member
5	Mrs. Saroj Devi (Shri Moti Smriti Shiksha Evam Welfare Society)	Social Worker	Member
6	Mrs. Kajal Arun (Shri Moti Smriti Shiksha Evam Welfare Society)	Educationist	Member
7	Joint Secretary of Board of Technical Education, Utter Pradesh or Nominee	BTEUP Representative	Member
8	Dr. Vivek Sachan Prof., SVSU University Gajrola	Expert From Education	Member
9	Hon. Mr. Jaiswal from Taxtron Company	Expert from Industry	Member
10	Mr. Mohammad Umar (HOD Electrical Engg. Dept. SMSIT)	Teacher Nominated by Principal	Member
11	Dr. Amit Kumar	Principal	Member & Secretary

