

6.2.2

Role & Functions of the Governing Body

CORE ROLES

The core roles of a governing body include:

- ✓ **Values guardian** :This means articulating out organisational values, institute mission and priorities for protection against undermining.
- ✓ **Facilitator** : This means arguing in the support of the grants relationships with key stakeholders.
- ✓ **Political advocate** :This means having the contact with all MPs as well as political support from the board or committee.
- ✓ **Buffer** :This means monitoring the potential divergence.

CORE FUNCTIONS

The core functions of the governing body :

- To set and monitor the organisation's mission, purpose, priorities and the strategies within the boundaries of the organisation's constitution and legal obligations
- To involve the key stakeholders to set and monitor the organisation's mission and maintain positive relationships with them.
- To specify the key outcomes and ensure that there are adequate resources to achieve this.
- Most important risk management
- To Develop policies that will allow the organisation to serve its stakeholders. It's management's job to implement these policies.
- To monitor the organisation's programs and services.
- To influence the decisions and finances.
- To report at least annually to all the stakeholders.
- To set the standards for evaluating its own governance performance.
- To Maintain a governing body plan.

SETTING STRATEGIC DIRECTION AND STRATEGIES

Setting the long term direction for the organisation is the governing body's most important role. The purpose of the organisation relates to the reason for the organisation existing or, in other words, what it's trying to achieve. The vision relates to the long term view of where the organisation sees itself in the future. Once the governing body has set the purpose and vision for the future of the organisation, it will work together with management and other stakeholders through a process to plan the strategies that will take the organisation towards that purpose and vision. This is called strategic planning.

STAKEHOLDER RELATIONS

Stakeholders are people (from both inside and outside of organisation) who have an interest in that organisation e.g. employees, board members, public. Good governance demands that stakeholder interests are identified and appropriate relationships established and maintained. This means involving stakeholders when planning, direction and priorities. It does not mean that stakeholders should neither determine its overall strategy nor drive the governing body's decision-making. The governing body has a moral responsibility to consult with stakeholders about their expectations and requirements.

BEING ACCOUNTABLE TO STAKEHOLDERS

Accountability means explaining to someone what you are doing. The governing body is responsible for and accountable to the organisation's owners for the stewardship of their assets. The governing body is also accountable to a variety of other stakeholders for a variety of other actions. The main avenues via which the governing body can be held accountable to stakeholders are:

- ✓ The annual general meeting (AGM)
- ✓ The annual report
- ✓ Other open meetings or consultations.

All Communications with stakeholders in addition to owners (e.g. government regulators, local community etc.) are also important. They need a clear and accurate view of where your organisation is going, how it's performing and reassurance that the governing body is operating in the best interest of the organisation and meeting their legal obligations.

ADMINISTRATIVE SETUP

- a) As the institution is run by Patpanhale Education Society, its Governing Body ultimately enjoys final authority in taking all the decisions, suggesting modifications therein with regard to different activities of the College. Hon. President of the parent society directs on behalf of the society to the Principal for the academic and overall development of the College.
- b) The Principal is the Academic and administrative head of the institution. He heads almost all the key cells and associations of the College and monitors the progress of all the activities.
- c) Head Clerk performs all the key office activities and coordinates them.
- d) Arts Faculty is headed by a senior faculty member of the arts faculty and similarly, Commerce Faculty is headed by a senior faculty member of Commerce Faculty.
- e) Academic heads are responsible for the smooth working of the respective academic departments of the College.
- f) Coordinators of different cells and associations are envisaged with the task of coordinating and conducting all the essential activities under their respective cells and associations.
- g) All the administrative and academic activities are carried on in coordinated manner.
- h) Librarian works for the development of the College library with the help of one attendant.

APPOINTMENT, SERVICE RULES AND PROCEDURES

With regard to appointment of the Principal, faculty members, administrative and other staff of the College, different rules and regulations, as notified and modified time to time by the concerned statutory authorities and the government from time to time, are followed by the institution.

These all are as per provisions made in University of Mumbai circular No. CONCOL/TAU/40 of 2012-2013, 19 March, 2013. UGC Regulations Sankirna, 2011, (25/11) vi-Shi-I dated 15/02/11 and Standard Code Rules, 1984, Education and Employment Department G. R. No. U S G – 1180/3948/UNI/III dated 6thMarch, 1985. Also Uniform Statutes 2017, Government of Maharashtra.

The Management is the appointing authority for the posts of Principal, teachers and administrative staff. Before making their appointments on vacant posts no objection certificate is taken Joint Director, Higher Education, Government of Maharashtra followed by a draft of an advertisement for the vacant post to be filled up for approval from the University. After taking University approval to the draft of the advertisement, of the vacant posts, it is given for publication in national level newspaper or weekly to invite applications from eligible candidates. Generally 15 days' time limit is given to submit the applications from the interested candidates for various vacant posts. Once that time limit is over, the Management constitutes a scrutiny committee to scrutinize the applications of the candidates. The scrutiny committee also includes the nominees from the University. The scrutiny committee submits its report to the Management indicating information about eligible candidates to be appointed on the various posts. After this, the Management requests the University for constitution of Selection Committee. After getting the names of committee members from the University, the Management constitutes a Selection Committee to fill up the particular vacant post/posts. The Management, in consultation with other members of the Selection Committee fixes the date of meeting of the selection committee. The Management sends interview letters to the eligible candidates. Thereafter interviews are held. The committee made recommendations about the selection of candidates to the University. Initially, the Management sends the report of the selection committee to the University for its acceptance and approval. Meanwhile selected are informed to join the post. The Management issues appointment letter to the

said candidate Initial appointment is made on probationary period for one year. Once the probationary period is over, confirmation letter of his or her service is issued to the candidate.

The selection committee for the post of Principal is constituted as per provisions made in Statute 417 of University of Mumbai.

The selection committee for the post of Assistant Professors and Librarian is constituted as per provisions made in Statute 417 of University of Mumbai.

The selection committee for the post of office staff is constituted as per Standards Code Rules, 1984 of Government of Maharashtra.

The benefits of Career Advancement Scheme (CAS) are given as per provisions made in Recruitment and Qualifications: item 12, 13, and 14.

Under these provisions, promotions are given to the teachers of the College. The appointment and promotions of administrative staff are given as per provisions made in Standard Code Rules, 1984, Education and Employment Department, Government of Maharashtra, GR No. USG, 1180, 3948, UNI, III, dated 6 March, 1985.

RISK MANAGEMENT

The governing body is expected to identify and manage any obstacles that might prevent the organisation from reaching its goals. This means being involved in risk management, particularly around financial matters and legal compliance. Risk management involves the governing body foreseeing what could affect the organisation and making sure plans are in place that will minimize or eliminate the impact of events or changes that will have a negative effect.