



ZEAL
INSTITUTES

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NARHE | PUNE | INDIA



JUNIOR COLLEGE | ITI | POLYTECHNIC | ENGINEERING | MBA | MCA | Ph.D

POLICY DOCUMENT

GOVERNING BODY POLICY

Zeal Education Society's

ZEAL POLYTECHNIC, PUNE

An ISO 21001:2018 Certified Institute.

Approved by AICTE, New Delhi, Recognized by DTE, Mumbai (Govt. of Maharashtra),

Affiliated to MSBTE Mumbai, MSBTE Code: 0988, DTE Code : D-6435



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POLICY DOCUMENT

GOVERNING BODY (GB) POLICY

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Record No.: ZEAL/POLY/EOMS/POLICY-04	Revision: 00	Date:01/09/23
<p><i>This is to state that the following expert team has formed, reviewed and recommended the Governing Body for Zeal Polytechnic, Narhe, Pune.</i></p> <p><i>The Policy is published and implemented after approval from Governing Body (GB).</i></p>		
Member 1	Member 2	Chairman

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

- ✓ To provide comprehensive technical education through academic excellence.
- ✓ To give industrial exposure to the students by industry- institute interaction.
- ✓ To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- ✓ To enhance ethical, societal, industrial concerns and lifelong learning skills.



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1. Need for Good Governance System:

Independent and fully empowered Governing body to:

- Support the stated Vision, Mission and Objectives.
- Foster a stimulating environment and culture to attract talented faculty.
- Nurture a culture of innovation that improves productivity and support the sustainability and development of the Institution.
- Forge global, national and local collaborations with academic partners, research and industry to realize the vision.
- Develop a coherent strategy and a sustainable growth development path.

2. Preamble:

Engineering education in India is the most sought after for career avenues for a large number of students. Improving outcomes of the students and enhancing their employability skills are the major parameters that challenge the Institution. The effective governance at all levels is one of the most important keys to the improvement of the quality of learning, teaching and research outcomes of the institution. The good governance guidelines provide vital directions and indicators to the Governing Body of Zeal Polytechnic for enhancing the effectiveness and performance and to provide overall satisfaction to all the stakeholders. Through this, the Governors will have the opportunity to directly participate and monitor the key Institutional functions such as developing Institutional Mission, Strategic Planning, quality standards and quality assurance, accountability and performance, employer engagement, Industry interface and stakeholder interaction.

“Good Governance creates a sound, ethical and sustainable strategy, acceptable to the Institution as a whole and to other key stakeholders.”

“Good Governance oversees the implementation of such strategy through well-considered processes in an open, transparent and honest manner.”



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“Good Governance is essential to the grant or assertion of the Institution. Board of Governors, by embracing good governance approaches, accepts, unequivocally, their own collective and individual responsibilities.”

“Good governance facilitates decision-making that is rational, informed and transparent which leads to organizational efficiency and effectiveness that supports and fosters the development of high quality education.”

Hence the Governing Body of Zeal Polytechnic has determined to formulate this Good Governance and Leadership guidelines for effective implementation in its quest for excellence.

3. Scope of Good Governance:

The benefits of good governance are demonstrated through:

- ✓ Integrity in appointments at all levels, both external and internal.
- ✓ Strong leadership and management skills in all of the places where they are needed.
- ✓ Processes in place for monitoring the quality of teaching and learning and within institutions for improving that quality with appropriate student involvement.
- ✓ Lean and competent administration
- ✓ Robust and transparent financial systems, especially regarding procurement and strong internal and external audits.
- ✓ Effective and transparent mechanisms to determine remuneration at all levels.
- ✓ Strong human resource processes such as appraisal, development and dealing with poor performance.
- ✓ Effective Student Support arrangements
- ✓ Contribution to better performance in accreditation.
- ✓ Focused awareness of Institutional outputs, especially increased employability.

References:

1. *TEQIP Good Practice Guide for Governing Bodies*
2. *NBA Accreditation Manual*
3. *MSBTE CIAAN-2017 Manual*



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4. About Institute:

ZES's Zeal Polytechnic is affiliated to Maharashtra State Board of Technical Education (MSBTE), Mumbai and conduct courses approved by the All India Council for Technical Education (AICTE), New Delhi and recognized by Government of Maharashtra. All the norms and standards set by AICTE as well as MSBTE are gratified by Zeal Polytechnic. The Zeal Polytechnic was rendered the approval by AICTE vide their letter no. : F-22-2522/2006 dated 27 July 2008.

ZES's Zeal Polytechnic was established in 2008 primarily to empower society with holistic development through quality education and provide enrich knowledge with enhanced facilities to help Zeal students structure their careers to a glorious future and to develop the students as a resource within and outside the organization through holistic focus on character building and integral student development through an array of curricular, co-curricular and extra-curricular activities

ZES's Zeal Polytechnic caters to the need of students willing to pursue technical education after the Secondary School Examination. Zeal Polytechnic is having the best infrastructure and facilities supported by an equally competent teaching faculty and a by an equally competent teaching faculty and a matching academic environment to make a delightful learning experience.

As stated in the mission statement Zeal Polytechnic takes the responsibility of providing quality technical education for social and economic growth of the nation. To ensure this; management is committed to offer quality technical education and is persistently determined to improve its value by taking appropriate measures.

All the courses offered by Zeal Polytechnic are honored with excellent/Very Good grade by MSBTE's external academic monitoring which is done to pinpoint the performance of the affiliated institutes focusing on the key performance indicators like Faculty Development, Curriculum Implementation, Continuous Assessment, Result Analysis, Library Facilities, and Laboratory Standards etc.



5. Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

6. Institute Mission:

- M1: To provide comprehensive technical education through academic excellence.
- M2: To give industrial exposure to the students by industry- institute interaction.
- M3: To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- M4: To enhance ethical, societal, industrial concerns and lifelong learning skills.

7. Quality Policy:

Zeal Polytechnic strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching processes for the benefit of students and making the Institute a center of excellence for Diploma Engineering studies.

“At Zeal Institutes, our unwavering commitment is to deliver outstanding education, creating an atmosphere that cultivates learning, professional growth, innovation, and ongoing enhancement of students in alignment with the aspirations of our stakeholders. “

Our Policies are:

1. Focus on the expectations and needs of learners, their parents, employers, and employees
2. Increase credibility of the organization by adhering educational ethics & values
3. Simulation of Excellence and Innovation by equitable and vibrant knowledge
4. Create opportunities to understand and implement technical knowledge in practical applications by industry interactions.
5. Encourage Students to participate in co-curricular, extra-curricular and social activities and promote leadership values for overall development.
6. More personalized learning and effective response to all learners and particularly to learners with special education needs.



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7. Protection and Prevention of beneficiary's data.
8. Establish and maintain a safe and healthy environment within Zeal institute.
9. Committed towards providing opportunities of employment and/or higher education for the beneficiaries into the recognized organizations.

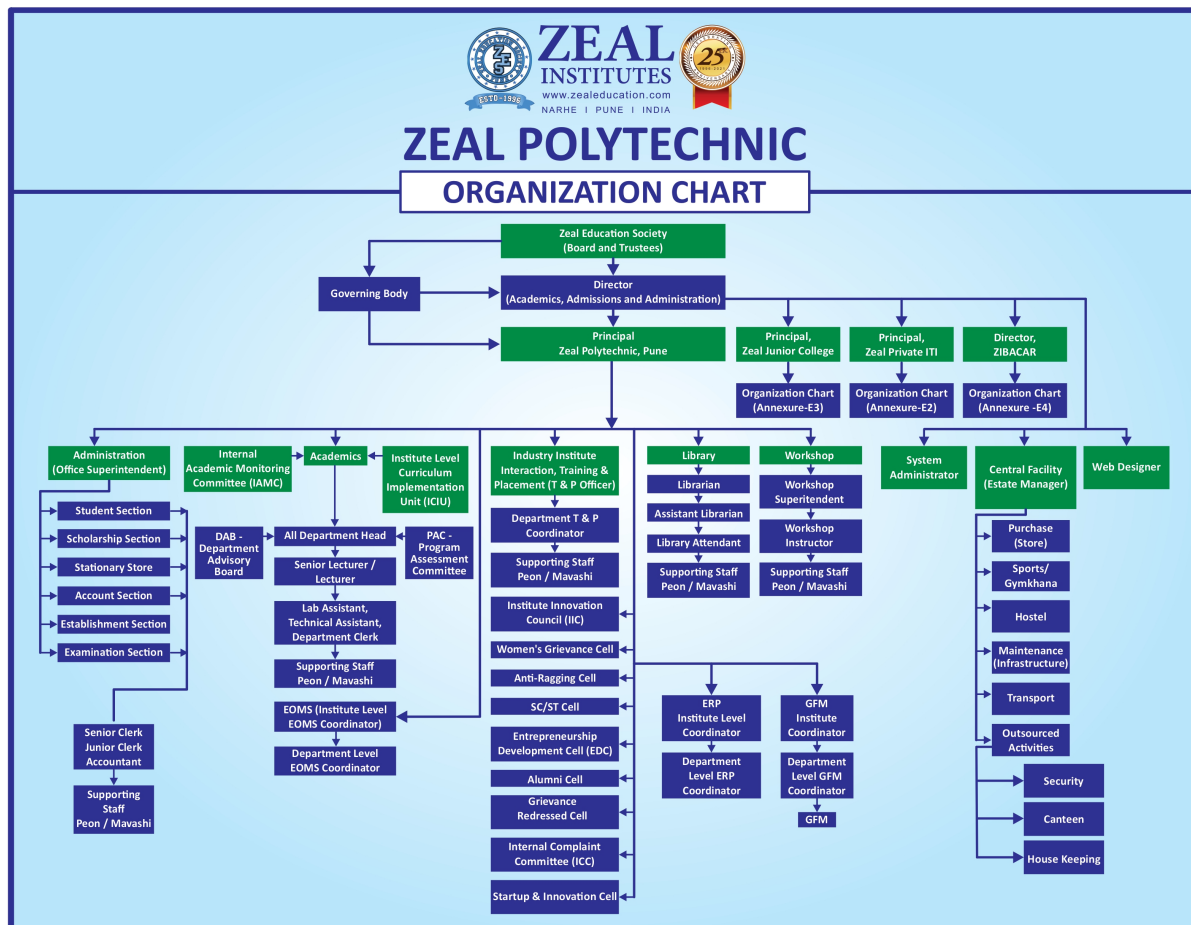
8. Approval:

The programs run by the Institution are approved by All India Council for Technical Education (AICTE), New Delhi.

9. Affiliation:

The Institution is affiliated to the Maharashtra State Board of Technical Education, Mumbai.

10. Organization Chart:





11. Primary Accountabilities:

A1. Vision, Mission and Strategic Planning:

The Governing Body shall ensure that:

- The Institution draws a clear vision indicating the aims and objectives.
- An objective mission which indicate the action plan for comprehensive identification of physical, financial and human resources to achieve the objectives.
- A strategic plan is developed upon conducting a SWOT analysis involving the prime stakeholders of the Institution.

The governing body shall approve them and monitor the implementation of the strategic plan and assess the outcomes for continuous improvement.

A2. Finance

The prime responsibilities of the Governing Body pertaining to financial matters of the Institution are:

- Ensuring the solvency of the institution and safeguarding its assets.
- Approving the financial strategy.
- Approving annual operating plans and budgets which should reflect the Institution's strategic plan.
- Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/ contracts/ memorandum.
- Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to functionaries at appropriate levels.
- Ensuring the existence and integrity of risk management, control and internal governance systems and monitoring these through an audit committee.
- Receiving and approving annual accounts (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.

The Governing body shall delegate the detailed planning, implementation and monitoring of the financial aspects of the Institution.



A3. Procurement

Governing Body should ensure value for Money in procurement and is achieved through:

- Internal stringent procurement policies and procedures
- An open and transparent manner without any entry barriers and all eligible suppliers, manufacturers and consultants are allowed to participate.
- The Central purchase committee chaired by the Head of the Institution, member secretary of the governing body with the Director, Finance and HOD/ senior lecturers of the institution as the members shall undertake and monitor the process of procurement and report to the governing body.

A4. Audit:

The Governing Body shall direct and oversee the Institution's arrangements for internal and external audit. An audit committee chaired by the Head of the Institute, Member Secretary of the Governing Body with the Director, Finance and one senior Lecturer of the Institution as the members shall undertake and facilitate the process of Audit (both internal and external) and report to the Governing Body.

A5. Risk Assessment and Management:

The Audit committee shall also be responsible for identification and management of risks embedded in all systems and operations, prepare a report and submit it before the Governing body meeting for approval of audited statements.

A6. Human Resource Management

The Human Resource Committee chaired by the Head of the Institute and other members including the Management representative, senior academicians of the Institute are responsible for recruitment and development of the employees of the Institute. They shall monitor the processes and systems through policies and procedures approved by the Governing Body and report periodically.

A7. Estate Management:

The Governing Body shall be responsible for Infrastructure planning, set-up and maintenance to meet the objectives of the Institution.



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Institution's land and buildings, laboratories and other physical assets are maintained and monitored by the Estate Manager and report to the head of the Institute periodically.

A8. Health and Safety:

The Governing body shall be responsible for creating facilities and amenities for health and safety of the stakeholders on the Institution premises.

Safety systems and mechanisms shall be provided for the benefit of the inmates.

A9. Equality, diversity and reservations:

The equity action plan prepared by the Institution for providing equal opportunities to all shall be approved by the Governing body and head of the Institute shall monitor its implementation.

A10. Monitoring Institutional Performance:

The Governing body shall evolve an assessment mechanism and a system with key performance indicators to continuously monitor the performance and quality of the Institute.

Internal quality assurance, peer review, benchmarking with institutions and quality accreditations by national and international agencies shall yield the performance indices. These inputs shall be discussed in Governing Body for update of action plan.

A11. Monitoring the performance of the Head of the Institution:

The Governing body shall monitor the performance of the Head of the Institution annually. The information collected through a standard format will be discussed in the meeting for approval and remedial action, if any.

12. Openness and Transparency in the operation of Governing Body

The Governing body shall promote transparency and openness to ensure public trust and institutional integrity through proper information regarding the outcomes of the deliberations in the Governing Body. However, confidential matters pertaining to the institutional secrecy, if any, that need not be disclosed, shall be decided by the Governing body before making them public.



Conduction of Governing body meetings:

The Governing body meetings shall be conducted in an open manner by

- Earmarking days of a year.
- Preparing Agenda on all the vital issues of the Institution.
- Sending invitation and agenda in advance to all the members.
- Circular about the event among faculty and staff.
- Minutes of the meeting published and as well hosted on the Institution's website for the information of all the stakeholders.

13. KEY ATTRIBUTES OF GOVERNING BODIES:

C1. Size of Governing Body:

The Governing Body of the Institution should be of optimum size in number and it should satisfy the norms of the apex bodies.

C2. Skills, Experience and Competences of members:

The Members of the Governing Body shall be nominated in such a way that they possess equilibrium of skills, experience and competence to provide leadership and mentorship to the institution in its quest for excellence. The members shall contribute to the growth and development of the Institution with selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

C3. Nomination of Independent members:

The Governing Body shall have independent members who are pioneers in their domains and shall provide unbiased criticism and debate issues leading to quality of systems or processes.

C4. Appointment:

The appointment of members of the Governing Body shall be managed by a Nomination Committee. The chairman of the Governing Body shall be the Chairman of the Nomination Committee.



C5. Representation of Staff:

The Governing Body shall consider the representation of staff on the body for transparency and encouraging participatory management.

C6. Conduct and Commitment:

The Governing Body shall meet at least once in a year and if required extraordinary meetings can be convened to discuss urgent issues of importance. The Governing Body shall observe high level of commitment and maintain standards of quality governance in all its businesses.

C7. Delegation and Clarity of Responsibilities:

The Governing Body shall ensure proper delegation of responsibility to the chair of the Governing Body, Head of the Institution, Member Secretary and Committees. Also, their roles and responsibilities shall be defined clearly.

Delegated committees should be empowered to conduct the work judiciously and report to the Governing Body and certain key functions shall be retained by the Governing Body itself.

14. Effectiveness and Performance Review of Governing Body:

D1. Self-Review of the Governing Body:

The Governing Body and its Committees shall undertake a formal and rigorous performance evaluation on level of attainment of long term strategic objectives and short term key performance indicators periodically. The statement of primary accountabilities shall be the indicator to measure its effectiveness. The self assessment and review process shall contribute to the restructuring the body or adopting newer processes for development.

D2. Induction and development of new members:

The chairman of the Governing Body, the Administrator who supports the Governing Body, shall appraise all the new members on the terms of their appointment and responsibilities placed on them for the proper governance of the Institution.



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Few documents to be delivered during their appointment include:

- A copy of the Institution's governance guidelines.
- The overall strategic plan and strategy documents covering areas such as learning and teaching, evaluation, Industry interaction and infrastructures.
- The rules and procedures of the Governing Body.

15. Regulatory compliance:

Governing Body shall ensure compliance with the ordinances and provisions regulating the Institution; and, subject to these, take all final decisions on matters of fundamental concern to the Institution.

Also information is furnished by the Institution to regulatory agencies indicative of that it complies with the stated purpose of the Institution.

The prime aspects of compliances shall be:

- Communicate on time with all Government and other statutory apex agencies.
- Maintain standards required for official approval set by AICTE.
- Adhere to the rules of affiliation issued by MSBTE, Mumbai.
- Comply with the guidelines set forward by DTE/MSBTE, Mumbai.
- Follow the admission process set by Directorate of Technical Education, Maharashtra State, Mumbai.
- The statutory basis on which public funding is provided to the Institution and the purposes for which it is provided.
- Proper stewardship and effective use of public and other funding and internal and external accounting systems which enable the fulfillment of these requirements.
- To have in place sound systems of governance, Management including risk management and internal control.
- To safeguard the financial viability of the Institution.



16. Roles and Responsibilities of Chairman and Head of the Institute

Role of Chairman:

- The chairman is responsible for the leadership of the Governing Body and ensures that the necessary business of the Governing Body is carried on efficiently and effectively embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- The Chairman should ensure a good working relationship with the chairs of the Committees of the Governing Body, and regular reports from the Committees are presented to the Governing Body to their satisfaction.
- The Chair shall encourage all members to work together effectively, contributing their skills and expertise and shall seek to build consensus among them.
- The Chairman shall ensure that the Governing Body approves and operates a procedure for the regular review of the performance of individual members of the Governing Body, and should participate as reviewer in that process. Also, the Chairman shall encourage members to participate in Institutional training and development events.
- The chairman shall involve in the process of induction of new members and encourage all other members to participate in this process.
- The chairman shall conduct the performance appraisal of the Head of the Institute.
- The Chairman shall ensure to manage appropriately any conflict of interest that arises to uphold the integrity of the Governing Body.
- The Chairman shall ensure that the Governing Body exercises efficient and effective use of the resources of the Institute, maintains its long-term financial viability, safeguards its assets, proper financial control and prevention of fraud.
- The Chairman shall be responsible for ensuring that the Governing Body exercises control over the strategic direction of the Institution, through effective planning.
- The Chairman shall establish a consecutive and supportive working relationship with the Head of the Institute, recognizing the proper separation between governance and executive management.



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- The chair shall play a major role in liaising between key stakeholders and the Institute, including fund-raising.
- The Chairman shall have a strong personal commitment to Education and the values, aims and objectives of the Institute.
- The Chairman shall act fairly and impartially in the interests of the Institute by using independent judgment and maintaining confidentiality.
- The Chairman shall attend all meetings of which he is Chairman or a member; if absence is unavoidable prior information shall be provided.

Role of Head of the Institute:

Duties and responsibilities:

The Principal shall be the Executive Head of the Institute appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the institution.

The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body.

The responsibilities of the Principal are:

- To ensure that the Memorandum of association, the rules, bye-laws and regulations of the Institute are duly observed and implemented.
- To re-delegate some of his powers to any of his subordinates with the concurrence and approval of the Governing Body.
- To exercise general control over the affairs of the Institute and be responsible for implementation of recommendations of the various committees of the Institute.
- To convene meetings of the various bodies of the Institute.
- To prepare the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions for the development of the Institute.
- To apply to AICTE (for extension of approval, sanction of new courses and variation in intake etc.)
- To apply to MSBTE, Mumbai for affiliation.



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- To apply for accreditation to NBA.
- To ensure timely correspondence with MSBTE, DTE, AICTE for student admissions and other relevant matters.
- To correspond with social Welfare Department (for submission of scholarship applications for students of Zeal Polytechnic and all other relevant Government offices).
- To send statistical data to State Government and MSBTE and other apex agencies.
- To comply with all statutory obligations pertaining to the Institute.
- To conduct internal, end semester and other examinations.
- To ensure and receive all department budget proposal for the next academic year in the prescribed format. Taking into consideration the central requirements and those of various departments in the form of operational budget, maintenance budget and development budget, prepare consolidated budget proposal for the approval of Governing Body.
- To maintain student discipline and orderly functioning of Zeal Polytechnic and for taking all the decisions in this regard with the help of the disciplinary committee.
- To inculcate discipline, decency, decorum and dignity among the faculty and staff of Zeal Polytechnic.
- To be responsible for the general amenities and arrangements for students and employees of Zeal Polytechnic.
- To conduct faculty recruitment as part of HR Committee.
- Any other work assigned by the Chairman/ Governing Body connected with the development of Zeal Polytechnic.

17. Functions of Governing Body

- To manage and administer the revenues and properties of the Institute and to conduct all administrative affairs of the Institute.
- To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action, wherever necessary.



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- To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute.
- To select a logo and to have a common seal for the Institute and to provide for the custody and use of such seal.
- To appoint such Committees for such purpose and with such powers as the Governing Body may think fit and to co-opt such persons on these committees as thinks fit.
- To create infrastructure facilities such as premises, buildings, furniture, equipment and other facilities requires for running the Institute.
- To constitute a committee to create facilities and to formulate welfare schemes for the benefit of the faculty, staff and students in such a manner and subject to such conditions as may be prescribed by the guidelines of the Institute.
- To delegate, all or any of its powers to any committee or sub-committee constituted by it or the principal of the Institute or any other person.
- To maintain and manage hostels for the students of the Institute.
- To nominate a member to the Finance Committee of the Institute.
- To create teaching and non-teaching posts, to determine number, qualifications and cadres thereof as per the guidelines of AICTE upon recommendations from Academic Council.
- To appoint such faculties and other academic posts as may be necessary on the recommendations of the Academic Council.
- To lay down the duties and conditions of service of the faculty and staff of the Institute, in consultation with the Academic Council.
- To grant leave to the Principal or any other officer of the Institute, in consultation with the Academic Council.
- To institute scholarships, studentships, medals, prizes and certificates in accordance with the recommendations from the Academic Council.
- To establish, on the advice of the Academic Council Divisions and departments for the Academic work and functions of the Institute and to allocate areas of study, Teaching to them.



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- To admit the students as per the norms of AICTE/ DTE/ MSBTE.
- To conduct examinations or tests and declare the results of such examinations and tests to enable students to get their Diploma certificates and other academic titles from affiliating board.
- To appoint and fix the remuneration of Auditors for the ensuing year.
- To open account of the Institute with scheduled banks and to operate as per the guidelines of the Institute.
- To manage the finances, accounts, movable and fixed properties and all other administrative affairs of the Institute.
- To apply/ seek for receiving grants, donations, contributions, prizes, scholarships, fees and other money, to give grants and donations, to award prizes, scholarships etc. for carrying out the objectives of the Institute.
- To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.
- To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such a manner as it may deem fit and from time to time transpose any investment.
- To maintain proper accounts and other relevant records and prepare Annual Statements of accounts including the Balance sheet for every previous financial year, in such a form as may be prescribed by the regulations/ bye-laws.
- The Governing Body shall be Principal Executive Body of the Institute and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Institute.