



# **NARAYANI INSTITUTE OF ENGINEERING AND TECHNOLOGY**

Mob.: 9937063437

Ref. No. ....

Date .....

## **OFFICE ORDER**

Office Order No. 275 /Dated: 18-07-2025

As per norms and standards as prescribed by AICTE, New Delhi, Govt of Odisha in the department of Skill Development and Technical Education also State council of Technical Education & Vocational Training, Bhubaneswar, the Governing Body of Narayani Institute of Engineering & Technology, Angul is hereby reconstituted with following members with terms and conditions as laid down herein

1	Sri Bibhudhendu Bal, Secretary, Narayani Educational Trust, Angul	Chairman
2	Mrs. Rasmitabala Garnaik, Principal, Narayani Institute of engineering & Technology, Angul	Member Secretary (Ex-Officio)
3	Sri Tanmay Kar, Chairman Narayani Educational Trust, Angul	Member
4	Sri Alok Pradhan, Member, Narayani Educational Trust, Angul	Member
5	Mrs. Swapnita Panda, Principal, PMIT, Talcher, (Educationist)	Member
6	Sri Prasant Pattanaik, Bantala, Angul (Industrialist)	Member
7	Nominee from AICTE (To be Nominated)	Member
8	Nominee from BPUT (To be Nominated)	Member

Page 1 of 7

9	Nominee from Govt. of Odisha (To be Nominated)	Member
10	Mr. Natabara Mahapatra, Sr. Lecturer, Narayani Institute of engineering & Technology, Angul Staff Representative (Male)	Member
11	Mrs. Santwana Satapathy, Sr. Lecturer, Narayani Institute of engineering & Technology, Angul Staff Representative (Female)	Member

#### **Terms and conditions:**

1. The Governing Body should meet at least twice in a year to for look after issues of the institute
2. The assignment is purely temporary valid until the new GB is reconstituted.
3. The assignment is purely on honorary basis.
4. 1<sup>st</sup> class TA and DA as admissible by Central Govt. will be paid for attending the Governing Body meeting.
5. At least 3 star accommodations will be provided during the stay at Bhubaneswar in the tour attending the Governing Body meeting.
6. The institution vehicle wills pickup and drop at the place of your own or hotel staying in the tour for attending the Governing Body Meeting.

#### **Importance, Role and Responsibilities of Governing Body:**

- i. Governing bodies must be ambitious, as they create the circumstances to convert aspiration into outcomes within a rigorous framework of governance.
- ii. To ensure proper management, maintenance and custody of the institution relating to land, building, laboratory equipment's, funds of the institution including loans and grants received from AICTE, central Govt and State Govt.
- iii. Every higher education institution shall be headed by an effective governing body, which is unambiguously and collectively responsible for overseeing the institution's

activities, determining its future direction and fostering an environment in which the institutional mission is achieved and the potential of all learners is maximized.

- iv. The governing body shall ensure compliance with the statutes, ordinances and provisions, regulating the institution and its framework of governance and, subject to these; it shall take all final decisions on matters of fundamental concern to the institution.
- v. Individual members and governing bodies themselves should at all times conduct themselves in accordance with accepted standards of behavior in public life which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- vi. The governing body shall meet sufficiently regularly and normally not less than two times a year, in order to discharge its duties effectively. Members of the governing body shall attend regularly and actively participate.
- vii. The institution's governing body shall adopt a Statement of Primary Responsibilities which should include provisions relating to:
  - a) approving the mission and strategic vision of the institution, long-term business plans, key performance indicators (KPIs) and annual budgets, and ensuring that these meet the interests of stakeholders
  - b) Appointing the head of the institution as chief executive of the institution and putting in place suitable arrangements for monitoring his/her performance
  - c) Ensuring the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, clear procedures for handling internal grievances and for managing conflicts of interest.
  - d) Monitoring institutional performance against plans and approved Key Performance Indicators (KPIs), which should be, where possible and appropriate, benchmarked against other institutions
- viii. The chair shall be responsible for the leadership of the governing body, and be ultimately responsible for its effectiveness. The chair shall ensure the institution is well connected with its stakeholders.

- ix. The head of the institution shall be responsible for advice on strategic direction and for the management of the institution, and shall be the accounting officer in respect of the use of Funding Council funds. The head of the institution shall be accountable to the governing body which shall make clear, and regularly review, the authority delegated to him/her as chief executive, having regard also to that conferred directly by the instruments of governance.
- x. Major responsibilities of the Governing Body
  - a) To uphold the legal statute of the college in the view of AICTE, UGC, State Government and affiliating university (i.e. SCTE&VT) and any other body or agencies of relevance,
  - b) To take decision regarding the intake and addition or discontinuance of any program and accordingly recommending principal to take the formal steps with affiliating body to put the same into action,
  - c) Fix the fees structure and any other charges applicable, in accordance with recommendation of central planning and budgeting committee and prescribed fees structure by affiliating university
  - d) To decide the extension, renovation or procurement plans recommended by central planning and budgeting committee,
  - e) To decide the promotions or penalties, as recommended by central academic monitoring committee,
  - f) To approve the budget or recommend necessary correction,
  - g) Nominate and constitute other central committee for smooth discharge of responsibilities,
  - h) Discussions leads to decision on such issues or proposals, which are necessary for upholding the status of a Reputed Engineering college in the region as well as full filling the social obligations and aspirations

#### **Powers and functions of Chairman of Governing Body**

- a. The Chairman shall intimate the date of Governing Body meeting to Principal Narayani Institute of Engineering & Technology, Angul for arrangement of the governing body meeting.

- b. In case the principal – cum- member Secretary fails or ignores to arrange Governing Body meeting the Chairman can call for governing body meeting or actions will be taken as deemed fit.
- c. In the event of taking vote on any decision and tie occurs then the decision of chairman is final.
- d. The chairman shall ensure that the decisions taken in the Governing Body meting are implemented by the member secretary or not.
- e. The Chairman shall ensure that the Governing Body is functioning properly to meet the mission of the institute.

#### **Powers and functions of Principal-cum-Member Secretary of Governing Body**

- a. Member Secretary of the Governing Body of Narayani Institute of Engineering & Technology, Angul shall be the principal executive of the decisions taken in the Governing Body on behalf of the Governing Body.
- b. By the order of Chairman, Member Secretary shall arrange the Governing Body meetings. In case of adverse situation, he will intimate the cancellation of meeting to Chairman and other members of Governing Body.
- c. He will make correspondence on behalf of the Governing Body in correlation with the decisions taken in the governing Body.
- d. He shall draw up proceedings of each Governing Body meeting in correlation with the decisions taken up in the Governing Body meting and get it confirmed by chairman and members present. After confirmation the proceedings may be forwarded to AICTE, Govt of Orissa and affiliating university when and where necessary.
- e. Give effect to the decisions taken in the Governing Body and subject to its control, do all things incidental thereto;
- f. Shall maintain the properties of institution and remain in charge of properties, title deeds and papers related to the need of the institution.
- g. Shall exercise such other powers and functions as may be imposed and assigned by the Governing Body from time to time.

h. Issue appointment letters to the staffs selected by the selection committee after due approval from Narayani Educational Trust and Governing body of Narayani Institute of Engineering & Technology, Angul.

#### **Disqualification of membership of the members of Governing Body**

A person shall be disqualified to become a member of Governing Body of Narayani Institute of Engineering & Technology, Angul or discontinue as such if he or she

- a. Is unsound mind and health; or
- b. Is an applicant to be adjusted as insolvent or an undischarged insolvent; or
- c. Is convicted of an offence involving moral turpitude under any court of law for the time being or in force; or
- d. Has been found guilty and major penalties imposed by any judicial authorities or such other offices of Govt.; or
- e. For not being the citizen of India.

#### **Powers and Functions of Governing Body**

The powers and functions of the Governing Body will be as follows. The Governing Body shall exercise the powers and discharge the functions as follows.

- a. To ensure proper management, maintenance and custody of the institution relating land, infrastructure, equipment's and funds including loans and grants received from AICTE, Central Govt and govt. of Orissa.
- b. To ensure sanitary condition of the building and campus.
- c. To ensure that instructions are imparted in accordance with norms and standards prescribed by AICTE, New Delhi, Govt. of Orissa and Affiliating university
- d. To ensure the approval of the appointment of staff by way of selection committee of the institute in accordance of norms prescribed by AICTE and Govt. of Orissa.
- e. To ensure implementation of provisions of acts, instructions and rules and regulations prescribed by AICTE, Govt. of Orissa in the matter of service conditions of staff relating to their appointment, leave, provident fund, age of retirement and disciplinary actions.

- f. To ensure observance and compliance of instructions issued by AICTE, New Delhi, Govt. of Orissa and Affiliating university
- g. To maintain discipline in the institute.
- h. Award free studentship, scholarship, stipend, prize, rewards and punishments to students and staff in accordance with the rules and regulations prescribed by AICTE, New Delhi, Govt. of Orissa and Affiliating University.
- i. To ensure that the building, land, furniture and facilities available are not being used for any other purpose (like holding political meetings, communal meeting, ceremony of special characters for which the feeling of the community is divided and excited) except for running the AICTE approved courses in the institute.
- j. To ensure continued fulfillment of the conditions for extension of approval and affiliation of the institute.
- k. To submit reports and returns from time to time to the AICTE, New Delhi, Govt. of Orissa and Affiliating University.
- l. Above all to create peaceful and favorable study atmosphere totally free from anti-ragging to proceed forward creating good and moral technocrats.



10/25

By the order of Chairman, Governing Body, Narayani Institute of Engineering & Technology, Angul

**Chairman**  
**Governing Body**

**Narayani Institute of Engineering & Technology, Angul**



Principal-cum-Member Secretary  
Governing Body  
Narayani Institute of Engineering & Technology, Angul

**Principal-cum-Member Secretary**  
**Governing Body**  
**Narayani Institute Of Engineering & Technology, Angul**