

# Process of Governance



## Governance at Sushant University

### 1. Board of Trustees

- The Board of Trustees serves as the governing body of the institution. Their primary responsibilities include establishing the institution's mission and vision, setting strategic goals, and ensuring the institution's financial stability. They oversee the institution's budget, approve major policies, and appoint and evaluate the Chancellor. The Board also plays a crucial role in fundraising and building relationships with external stakeholders, such as donors and community organizations.

### 2. Chancellor

- The Chancellor serves as the chief executive officer of the institution. They are responsible for the overall leadership and management of the institution, ensuring the effective implementation of the strategic plan set by the Board of Trustees. This includes overseeing academic programs, managing the institution's budget and finances, representing the institution to external stakeholders, and maintaining positive relationships with the community. The Chancellor also plays a key role in promoting the institution's reputation and ensuring its continued growth and success.

### 3. Vice Chancellor

- The Vice Chancellor is responsible for the academic leadership and quality of the institution. They oversee the development and implementation of academic programs, ensuring that they meet the needs of students and the demands of the job market. The Vice Chancellor also promotes faculty development, supports research initiatives, and fosters a strong academic culture. They work closely with Deans and Heads of Departments to ensure the smooth running of academic operations and address any challenges that may arise.

### 4. Pro Vice Chancellor

- The Pro Vice Chancellor assists the Vice Chancellor in the management of academic affairs. They play a key role in curriculum development, faculty recruitment and retention, and the overall quality of teaching and learning. The Pro Vice Chancellor also provides support to students, including academic advising and career counselling. They may also be responsible for specific academic areas, such as research or internationalization.

### 5. Registrar

- The Registrar is responsible for maintaining accurate student records, including admissions, registration, and graduation. They play a crucial role in ensuring that students meet the academic requirements for graduation and that their records are accurately maintained. The Registrar also provides academic advising to students, organizes graduation ceremonies, and may be involved in the administration of student services, such as counseling and career services.

### 6. CFO

- The CFO is responsible for the financial health of the institution. They oversee the development and management of the institution's budget, ensuring that the institution operates within its financial means. The CFO also prepares financial reports for the Board of Trustees and other stakeholders, manages the institution's investments, and identifies and mitigates financial risks. They play a key role in ensuring the long-term financial sustainability of the institution.





**7. Academic Council**

- The Academic Council is a body of faculty members and administrators who advise the Chancellor and Vice Chancellor on academic matters. They play a key role in the development and review of academic programs, the evaluation of faculty for promotion and tenure, and the maintenance of academic standards. The Academic Council also provides a forum for faculty to discuss issues related to teaching, research, and service.

**8. Deans and Heads of Department(HOD)**

- Deans and Heads of Departments are responsible for the day-to-day management of their respective schools or departments. They supervise faculty members, develop and implement curricula, manage budgets, and provide support to students. They also play a key role in faculty recruitment and retention, and in ensuring that their departments meet the academic and research goals of the institution.

**9. Chief Examination Officer (CEO)**

- The Chief Examination Officer (CEO) is responsible for the smooth and efficient conduct of all examinations within the institution. Reporting to the Vice Chancellor, the CEO oversees exam policies, procedures, and question paper setting. They manage examination resources, ensure fair evaluation, and process results accurately. The CEO works closely with the Registrar, Academic Council, Deans/HoDs, and faculty to maintain examination integrity and address student concerns. They strive for continuous improvement in examination practices through data analysis and feedback.

**10. Examination Department**

- The Examination Department is responsible for the administration of exams and the assessment of student performance. They develop and administer exams, grade exams, and publish results. A representative has been allocated for each School for better coordination of activities. The Examination Department also plays a key role in ensuring academic integrity and preventing cheating.

**11. Administrative Staff (Facility department)**

- Administrative staff provide essential support to faculty, staff, and students. They perform a variety of tasks, including scheduling appointments, answering phones, managing office supplies, and providing general administrative support. Administrative staff play a vital role in ensuring the smooth and efficient operation of the institution. The COE is responsible for the day-to-day operations of the institution, including facilities management, safety and security, and procurement and logistics. They oversee the maintenance of the institution's buildings and grounds, ensure the safety and security of students, faculty, and staff, and manage the procurement of goods and services. The COE also plays a key role in planning and implementing capital projects, such as the construction of new buildings or the renovation of existing facilities.

**12. HR Department**

- The HR Department is responsible for managing the institution's human resources. They recruit and select qualified faculty and staff, administer employee benefits, and manage employee relations. The HR Department also provides training and development opportunities for employees, and ensures compliance with all relevant labor laws.

NOTE: Each of these steps is connected with feedback loops for continuous improvement.





## ORGANOGRAM - SUSHANT UNIVERSITY

