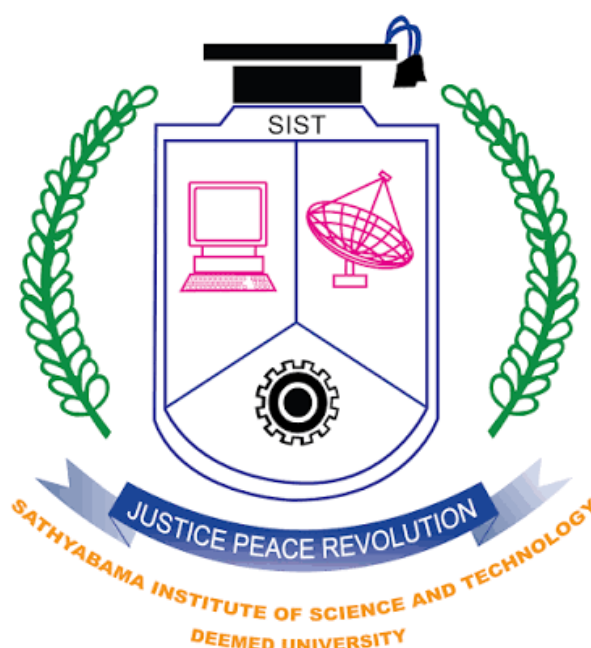


POLICY ON TRANSPARENCY AND ACCOUNTABILITY

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**Sathyabama Institute of Science and Technology
(Deemed to be University)**

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DOCUMENT CONTROL SHEET

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DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

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POLICY ON TRANSPARENCY & ACCOUNTABILITY

1. PREAMBLE

Transparency and accountability are universally recognized as the pillars of effective governance in higher education institutions. At Sathyabama Institute of Science and Technology, these principles are embedded into every academic, administrative, and financial process to ensure fairness, openness, and trust among stakeholders. This policy is framed in alignment with the Institution Grants Commission (UGC) Regulations 2023 and the National Education Policy (NEP) 2020, both of which emphasize ethical conduct, responsible decision-making, and public disclosure of institutional activities. By adopting this framework, the Institute seeks to strengthen its credibility, uphold academic integrity, and foster a culture of responsibility that benefits students, faculty, staff, and society at large. Transparency ensures that information is accessible and decisions are made openly, while accountability guarantees that individuals and committees are answerable for their actions. Together, these values safeguard institutional integrity, enhance stakeholder confidence, and contribute to the sustainable growth of the Institution.

2. OBJECTIVES

The objectives of this policy are designed to institutionalize practices that promote openness and accountability across all levels of governance. Firstly, it ensures that admissions, examinations, faculty recruitment, and financial management are conducted with fairness and transparency, thereby eliminating ambiguity and bias. Secondly, it emphasizes the importance of grievance redressal mechanisms, enabling stakeholders to voice concerns and seek timely resolution. Thirdly, the policy mandates compliance with statutory audits and reporting requirements, demonstrating the Institute's commitment to responsible governance. By setting these objectives, Sathyabama aims to build stakeholder confidence, enhance institutional reputation, and contribute to the broader goals of quality assurance in higher education. The policy also seeks to align institutional practices with national and international benchmarks, ensuring that the Institute remains competitive and credible in the global academic landscape. Ultimately, the objectives aim to create a culture of openness, responsibility, and continuous improvement that benefits all stakeholders.

- Promote openness in decision-making, admissions, examinations and faculty recruitment.
- Ensure accountability of institutional bodies, administrators and faculty.

- Strengthen grievance redressal mechanisms for students, staff and stakeholders.
- Comply with statutory audits (academic, administrative, financial and infrastructure facilities).

3. GOVERNANCE FRAMEWORK

The governance framework of Sathyabama Institute of Science and Technology is structured to ensure transparency in decision-making and accountability in execution. Statutory bodies such as the Executive Council, Academic Council, Finance Committee, and Internal Quality Assurance Cell (IQAC) are mandated to publish agendas, minutes, and action-taken reports on the institutional website. This practice ensures that governance processes are participatory and subject to scrutiny. The adoption of e-Governance systems facilitates paperless administration, secure record management, and efficient communication, thereby reducing delays and enhancing efficiency. Annual reports and compliance documents are made publicly accessible, reinforcing openness in institutional functioning. The framework also emphasizes the role of internal and external audits in monitoring compliance with regulatory standards. By institutionalizing these practices, Sathyabama ensures that governance processes are not only transparent but also accountable, thereby strengthening stakeholder trust and institutional credibility.

- Executive Council, Academic Council, Finance Committee and IQAC shall publish agendas, minutes and action-taken reports on the institutional website.
- E-Governance systems will ensure paperless administration, online communication, and secure record management.
- Annual reports and compliance documents are publicly accessible.

4. ACADEMIC TRANSPARENCY

Academic transparency is a cornerstone of this policy, ensuring fairness and openness in all academic processes. Admission criteria, seat matrices, and merit lists are published online, enabling prospective students to make informed decisions. Examination processes are conducted with fairness, and results are declared promptly with evaluation criteria and moderation policies openly shared. Curriculum details, including program structures, syllabi, and credit frameworks, are made available on the website to enable students and stakeholders to understand academic expectations. This openness fosters trust in the academic system, minimizes ambiguity, and ensures that students are evaluated and admitted based on merit and clearly defined standards. Faculty recruitment processes are also conducted transparently, with eligibility criteria, selection procedures, and results disclosed publicly. By institutionalizing academic transparency, Sathyabama ensures that its academic processes are fair, credible, and aligned with national and international benchmarks.

- Admissions: Admission based on the marks in the entrance examinations criteria, seat matrix done by online.
- Examinations: Results, evaluation criteria policies are disclosed.
- Curriculum: Program structures, syllabi and credit frameworks are available on the website.

5. FINANCIAL ACCOUNTABILITY

Financial accountability is a critical aspect of institutional governance, ensuring that resources are managed ethically and responsibly. Sathyabama Institute of Science and Technology ensures that annual audited financial statements are disclosed, detailing income, expenditure, and fund utilization. The principle of “no-profit motive” is strictly adhered to, with institutional funds used exclusively for academic, developmental, and research purposes. Transparency in financial management is reinforced through statutory audits and compliance with UGC regulations. By making financial information publicly accessible, the Institute demonstrates its commitment to responsible stewardship of resources. This practice assures stakeholders that funds are managed ethically and in alignment with institutional objectives. Financial accountability also extends to the management of research grants, consultancy projects, and collaborations, ensuring that all financial transactions are documented and disclosed. By institutionalizing financial accountability, Sathyabama strengthens stakeholder trust and enhances its credibility as a responsible academic institution.

- Annual audited financial statements are disclosed, including income, expenditure, and fund utilization.
- No-profit principle: Institutional funds are used exclusively for academic and developmental purposes.

6. GRIEVANCE REDRESSAL

The grievance redressal mechanism at Sathyabama Institute of Science and Technology is designed to provide stakeholders with a fair and transparent process for addressing concerns. A dedicated Grievance Committee oversees the system, which allows online submission and tracking of complaints. All grievances are resolved within a stipulated period of 30 days, ensuring timely action. In cases where issues remain unresolved, an appeal mechanism enables escalation to higher authorities. This structured approach ensures accountability in handling complaints, protects stakeholder rights, and reinforces trust in the institution’s commitment to fairness and justice. The grievance redressal mechanism covers academic, administrative, and financial issues, ensuring that all stakeholders have access to a fair and transparent process. By institutionalizing grievance redressal, Sathyabama demonstrates its commitment to protecting stakeholder rights and fostering a culture of openness and accountability.

- Grievance Committee with online submission and tracking.
- Time-bound resolution: Complaints are addressed within one day to one week.
- Appeal mechanism: Escalation to higher authorities if unresolved.

7. COMPLIANCE AND MONITORING

Compliance and monitoring are integral to maintaining transparency and accountability. The Institute conducts regular internal audits covering academic, administrative, environmental, and financial aspects. External audits mandated by UGC and statutory bodies further strengthen oversight. An Annual Transparency Report is prepared and submitted to UGC, while also being published on the institutional website for public access. This dual mechanism of internal and external monitoring ensures that governance processes remain

aligned with regulatory standards, while also being open to stakeholder scrutiny. Continuous compliance reinforces the Institute's credibility and commitment to quality assurance. Monitoring mechanisms also include feedback from stakeholders, enabling continuous improvement in governance processes. By institutionalizing compliance and monitoring, Sathyabama ensures that its governance processes are transparent, accountable, and aligned with national and international benchmarks.

- Internal audits (academic, administrative, environmental, energy, water).
- External audits for academic and administrative areas.
- Annual Transparency Report are submitted to UGC and published on the institutional website.

8. STAKEHOLDER ENGAGEMENT

Stakeholder engagement is a vital component of transparency and accountability. The Institute actively seeks feedback from alumni, industry partners, and students to inform policy reviews and academic improvements. Student participation in governance is encouraged through representation in statutory bodies, ensuring inclusiveness in decision-making. Public disclosure of MoUs, collaborations, and consultancy projects further enhances openness in institutional activities. By involving stakeholders in governance and making information accessible, the Institute fosters a participatory culture that strengthens accountability and ensures that institutional policies remain responsive to the needs of its community. Stakeholder engagement also extends to parents, employers, and society at large, ensuring that institutional policies are aligned with societal needs and expectations. By institutionalizing stakeholder engagement, Sathyabama strengthens its credibility and enhances its reputation as a responsible academic institution.

- Alumni and industry feedback integrated into policy reviews.
- Student participation in governance through representation in IQAC bodies.
- Public disclosure of MoUs, collaborations, and consultancy projects.

9. POLICY REVIEW

This Policy on Transparency and Accountability shall be reviewed once every three years or earlier, if required, in response to changes in regulatory requirements, Institution Grants Commission (UGC) regulations, National Education Policy (NEP) guidelines, statutory provisions, or institutional needs. The review process shall consider feedback from stakeholders, audit observations, governance requirements, and emerging best practices in higher education administration.


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