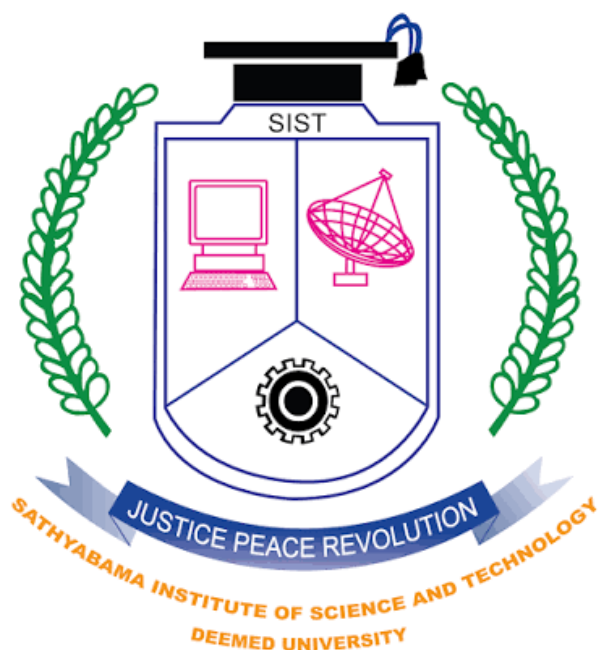


EXECUTIVE COUNCIL POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/G&FE/2025-2026/02



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

Rajiv Gandhi Salai, Chennai – 600119, Tamil Nadu, India

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DOCUMENT CONTROL SHEET

Particulars	Details
Policy Title	Executive Council Policy
Policy Number	EOMS 21001: 2018/Pol/G&FE/2025-2026/02
Version Number	4.0
Date of Approval	03/07/2026
Reviewed By	IQAC
Approved By	Executive Council
Review Frequency	Once every Three Years
Next Review Due	02/07/2029
Policy Status	Active

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

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EXECUTIVE COUNCIL POLICY

1. PREAMBLE

Sathyabama Institute of Science and Technology, recognized as a Deemed to be University under Section 3 of the UGC Act, 1956, is dedicated to upholding a strong governance structure that fosters academic distinction, administrative effectiveness, institutional responsibility, transparency, and sustainable development.

The Executive Council acts as a vital executive body of the Institution and operates as a strategic decision-making authority tasked with promoting the efficient execution of policies, strategic plans, academic initiatives, administrative actions, and institutional development programs sanctioned by the Executive Council and other governing bodies. The Executive Council establishes a framework for synchronized decision-making among academic and administrative leaders, guaranteeing prompt achievement of institutional goals, effective resource use, risk-aware governance, and ongoing enhancement of organizational performance.

This Policy outlines the structure for the formation, authority, roles, duties, meetings, decision-making procedures, and governance structures of the Executive Council.

2. OBJECTIVES

The objectives of the Executive Council are to:

- Facilitate effective implementation of institutional policies and strategic plans.
- Provide executive leadership in academic and administrative matters.
- Promote coordination among various academic and administrative units.
- Ensure efficient utilization of institutional resources.
- Monitor institutional performance and progress.
- Support evidence-based decision-making.
- Promote accountability and transparency in governance.
- Strengthen institutional effectiveness and operational efficiency.
- Facilitate risk-informed decision-making and sustainable growth.
- Support achievement of the Vision and Mission of the Institution.

3. SCOPE

This Policy shall apply to:

- Executive Council Members.

- Academic Leadership.
- Administrative Leadership.
- Schools and Departments.
- Centres and Cells.
- Research and Innovation Units.
- Administrative Offices.
- Institutional Committees functioning under the Executive Council.

4. GOVERNING PRINCIPLES

The Executive Council shall function based on the following principles:

4.1 Strategic Leadership

The Council shall focus on achieving institutional goals through strategic planning and effective execution.

4.2 Accountability

All decisions shall be implemented through clearly defined responsibilities and accountability mechanisms.

4.3 Transparency

Decision-making processes shall be transparent and appropriately documented.

4.4 Participative Governance

The Council shall encourage consultation and participation from relevant stakeholders.

4.5 Quality and Excellence

The Council shall support continuous improvement in academic and administrative performance.

4.6 Regulatory Compliance

All decisions shall comply with UGC Regulations, statutory requirements, and institutional policies.

4.7 Institutional Sustainability

The Council shall consider long-term sustainability in all strategic decisions.

5. CONSTITUTION OF THE EXECUTIVE COUNCIL

The Executive Council shall consist of:

- Vice-Chancellor - Chairperson
- Pro-Vice-Chancellor
- Registrar – Member Secretary
- Member 1 - Amongst the Dean of the School
- Member 2 - Amongst the Dean of the School
- Professor- Who is not a Dean
- Associate Professor- Who is not a Dean
- Assistant Professor- Who is not a Dean
- Representative of UGC
- Four Nominees of the Sponsoring Body

The term of office of all nominated and elected members of the Executive Council shall be three years. However, the Vice-Chancellor, Pro-Vice-Chancellor, and Registrar shall serve as

ex officio members and shall continue as members of the Executive Council for the duration of their respective tenures in office.

6. ROLE OF THE EXECUTIVE COUNCIL

The Executive Council shall function as the principal executive coordination body responsible for translating institutional policies and strategic objectives into actionable plans and measurable outcomes.

The Council shall facilitate coordination among various academic and administrative units and ensure effective implementation of decisions taken by statutory authorities.

The Council shall act as a forum for reviewing institutional performance, identifying challenges, resolving operational issues, monitoring strategic initiatives, and promoting organizational effectiveness.

7. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL

7.1 University Institution and Development Plan

The Executive Council shall:

- Review implementation of the Institution's Strategic Plan.
- Monitor institutional growth and development initiatives.
- Recommend new initiatives aligned with institutional priorities.
- Evaluate emerging opportunities and challenges.
- Promote innovation and transformation in institutional practices.
- Facilitate achievement of institutional goals and performance indicators.

7.2 Academic Governance Support

The Executive Council shall:

- Monitor implementation of decisions of the Academic Council.
- Review academic performance indicators.
- Monitor student progression, success rates, and employability.
- Review curriculum implementation and academic reforms.
- Facilitate interdisciplinary and multidisciplinary initiatives.
- Promote excellence in teaching-learning processes.
- Support implementation of Outcome-Based Education.

7.3 Administrative Governance

The Executive Council shall:

- Review administrative efficiency and effectiveness.
- Monitor implementation of institutional policies.
- Facilitate inter-departmental coordination.
- Resolve administrative bottlenecks.
- Improve institutional processes and systems.
- Review service delivery mechanisms.

7.4 Human Resource Development

The Executive Council shall:

- Review faculty and staff development initiatives.

- Monitor recruitment planning and workforce requirements.
- Promote professional development programmes.
- Review succession planning and leadership development.
- Encourage employee engagement and welfare initiatives.

7.5 Research, Innovation and Entrepreneurship

The Executive Council shall:

- Monitor research productivity and impact.
- Review funded research projects.
- Promote innovation and intellectual property creation.
- Encourage consultancy and industry-sponsored projects.
- Support incubation and startup activities.
- Facilitate research collaborations and partnerships.

7.6 Student Development and Welfare

The Executive Council shall:

- Review student welfare initiatives.
- Monitor grievance redressal mechanisms.
- Evaluate placement and internship performance.
- Review scholarship and financial assistance programmes.
- Promote holistic student development.
- Monitor campus safety and student support services.

7.7 Financial Oversight

Without prejudice to the powers of the Finance Committee, the Executive Council shall:

- Review financial performance.
- Monitor utilization of approved budgets.
- Review major development projects.
- Assess resource requirements.
- Support financial sustainability initiatives.
- Monitor resource mobilization efforts.

7.8 Infrastructure and Resource Development

The Executive Council shall:

- Review infrastructure development projects.
- Monitor maintenance and utilization of facilities.
- Assess requirements for future expansion.
- Ensure optimal utilization of institutional resources.
- Promote environmentally sustainable campus development.

7.9 Risk Assessment and Institutional Resilience

The Executive Council shall periodically review institutional risks that may affect academic activities, operations, finance, compliance, infrastructure, research, technology, safety, or reputation.

The Council shall:

- Review institutional risk reports.
- Monitor implementation of risk mitigation measures.
- Assess emerging risks and vulnerabilities.

- Review disaster preparedness measures.
- Promote institutional resilience and business continuity planning.
- Recommend corrective and preventive actions.

7.10 Quality Assurance and Continuous Improvement

The Executive Council shall:

- Review quality indicators and performance benchmarks.
- Monitor accreditation and ranking initiatives.
- Review academic and administrative audit findings.
- Monitor implementation of corrective actions.
- Promote a culture of continuous improvement.
- Promote sustainable practices and integrate sustainability considerations into quality assurance and institutional improvement initiatives.

8. MEETINGS OF THE EXECUTIVE COUNCIL

The Executive Council shall meet at least once every quarter. Special meetings may be convened by the Vice-Chancellor whenever necessary.

Notice of meetings shall normally be circulated at least seven working days in advance. Emergency meetings may be convened with shorter notice when circumstances require immediate attention.

9. QUORUM

One-third of the total members or five members, whichever is higher, shall constitute the quorum.

If quorum is not present, the meeting may be adjourned and reconvened as per approved procedures.

10. DECISION-MAKING PROCESS

The Executive Council shall strive to make decisions through consensus.

Where consensus is not possible, decisions may be made through majority vote of members present.

In the event of a tie, the Chairperson shall have the casting vote.

11. RECORDING AND IMPLEMENTATION OF DECISIONS

Minutes of every meeting shall be recorded and maintained by the Registrar.

The minutes shall include:

- Agenda items discussed.
- Decisions taken.
- Action points identified.
- Responsible officers.
- Timelines for implementation.

Action Taken Reports shall be presented in subsequent meetings for review.

12. REPORTING MECHANISM

The Executive Council shall periodically submit reports and recommendations to the Vice-Chancellor and Executive Council, wherever applicable.

Academic, administrative, financial, quality assurance, research, and development matters requiring higher approval shall be forwarded to the appropriate statutory authority.

13. MONITORING AND PERFORMANCE REVIEW

The effectiveness of the Executive Council shall be evaluated based on:

- Timely implementation of decisions.
- Achievement of strategic objectives.
- Improvement in institutional performance indicators.
- Resolution of operational issues.
- Stakeholder satisfaction.
- Quality enhancement outcomes.
- Governance effectiveness.

14. CONFIDENTIALITY AND ETHICAL CONDUCT

Members of the Executive Council shall maintain confidentiality regarding sensitive institutional matters and shall perform their duties with integrity, impartiality, professionalism, and accountability includes entire activities within its invested powers. Any conflict of interest shall be disclosed and appropriately managed.



Issued by

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